



SHELTER-IN-PLACE/ LOCKDOWN DRILL PROCEDURES

Revised: November 15, 2013

I. PURPOSE OF THE DRILL

To test the University's preparedness in case there is ever a real need.

II. OBJECTIVES

- A. To review and evaluate the University's procedures and preparedness.
- B. To evaluate the effectiveness of our campus communication efforts.
- C. To gain input from faculty/staff/students on how to better facilitate a Shelter-In-Place/Lockdown process.
- D. To gain input from campus members about the physical details of our facilities that should be addressed in the case of an actual emergency.
- E. Gain an understanding of how the drill could be different if the emergency occurs during different times of the day or week (early day, evenings, weekends, holidays, etc.).

III. EXECUTION OF THE DRILL

- A. A typical drill could be announced ahead of time or be a surprise to most on campus. If it is helpful, the drill could be broken down to smaller sections of the campus.
- B. The drill will include everyone on campus, including campus guests, to help gain a clear understanding of how an actual emergency could be conducted.
 - i. Faculty and Staff will assist students and campus guests to take shelter in a Shelter-in-Place/Lockdown-appropriate area of campus.
 - ii. Faculty and Staff will be responsible for locking classroom, office and building doors, and assist with communicating procedures to the people in their area.
- C. The drill will utilize the OC Notify System, campus email, oc.edu and MyOC. (Social media will not be used during the drill, but will be a notification channel during actual emergencies.)
- D. All classroom/office functions should stop during drill.

EMERGENCY SHELTER-IN-PLACE/LOCKDOWN PROCEDURES FOR FACULTY AND STAFF

SHELTER-IN-PLACE/LOCKDOWN DURING CLASS:

- Establish a good OC communication source (email, Twitter, Facebook, website, etc.)
- Evaluate whether or not you can safely evacuate the building.
- Shut and lock the classroom/office door.
- Have students/visitors sit on the floor and close curtain and/or shades.
- Cover your classroom door window, if possible.
- Check your campus email (if possible) or go to oc.edu for emergency response notices.
- Provide medical aid as necessary.
- Remain in lockdown, until notified by Campus Police or the Critical Incident Response Team (CIRT).
- Check email or other communication every five (5) minutes for updates.
- If evacuated, bring a class roll if available. Once at the designated area, please assist as directed by the CIRT.

SHELTER-IN-PLACE/LOCKDOWN IN OTHER AREAS:

- If in a large room, open area or office, stay there.
- Allow students into unlocked offices, cafeteria, rooms, etc., and lock the doors.
- Lock exterior doors to the building, if possible.
- Move students/visitors out of the line of sight. Have them sit on the floor.
- Log on to email (if possible) or go to oc.edu for emergency response notices.
- Provide medical attention as necessary.
- Cover any windows if possible.
- Remain in lockdown until notified by Campus Police or the Critical Incident Response Team (CIRT).
- Check email or other communication every five (5) minutes for updates.
- If evacuated, faculty/staff should help gather the names of everyone evacuated for future reference.

SPORTING EVENTS AND LARGE PUBLIC GATHERINGS:

- Emergency responders may not be immediately available to direct the actions.
- Follow your instincts.
- If the situation seems out of control or dangerous, put distance between yourself and the incident.
- Become familiar with the locations of all the exits.
- Move to a safe location away from the area where the incident is occurring.
- Don't attempt to find out what's going on; just go, be calm and help others.