



The Universities

AT SHADY GROVE

Building Lockdown Procedure

USG Procedure | Approved October, 2024

I. Purpose and Applicability

This procedure provides individuals with information on when a campus or building lockdown may occur and also describes response procedures.

II. Definitions

A. *Lockdown*: When a building or buildings needs to have exterior doors/entrances locked, to reduce the risk of injury or danger to faculty, staff, students, or visitors.

III. Procedure Statement

The purpose of a building lockdown is to minimize or deny access to a campus building or an entire campus to prevent an unauthorized person or persons from entering. Incidents and situations that may generate the need for a lockdown include: Person(s) armed with a firearm or weapon on or near campus property, gunshots directed at or near the campus, or law enforcement activity or incidents involving violence or dangerous person(s) that occur adjacent to or within a short distance of the campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

IV. Procedure

- A. In the event of a known emergency situation requiring a secured campus, USG Office of Public Safety and Security will alert the campus community using the USG Campus Alerts notification system. Information, directions, and updates will be provided as the situation evolves.
- B. The order to lockdown can be specific to a particular building or all campus buildings. Lockdowns must consider various levels of implementation, depending upon the nature, severity, and location of the situation that initiates the need for the lockdown. Decisions will be based on the best information available at the time.
- C. USG Public Safety and Security staff will secure buildings in the event of an emergency. The buildings may be secured remotely via the Lenel electronic access control system and/or manually. All available lockdown techniques and technology will be implemented.
- D. The lockdown will begin once notification via the Campus Alert System of a potential threat on or near the USG campus has been sent. As the situation evolves, additional messages will be transmitted via the alert system with additional guidance and directions regarding actions you should take.
- E. All persons should remain calm and encourage others to remain calm.

- a. Avoid any ground floor windows and shut window blinds or pull the shades down, if possible.
 - b. Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building during a lockdown.
- F. All faculty or staff in control of students and/or visitors at the time of the lockdown become responsible for those students and/or visitors at that time. Faculty and staff members are responsible for accounting for students and visitors and ensuring that no one leaves the area.
- G. When the condition causing the lockdown has been eliminated, an "All clear. Lockdown is over" announcement will be made through the USG Campus Alerts notification system.