Planning is important to meeting the challenges of any emergency planning. The following are processes which may be used during an emergency. Terminology is important when there is a situation that impacts your safety. Whenever these terms are used in an emergency situation there will be “plain English” instructions and details to supplement these terms.

**New Terms to be used:**

**“Emergency Lockdown”** is an emergency process when there is threat inside a building, or is on university property, and poses a risk for possible serious immediate harm to the community members. As much as possible doors to the building and specific rooms should be locked. People in these situations need to:

- Huddle in rooms and barricade the door to the room as best as possible.
- Close windows and window treatments.
- Turn off the lights.
- Remain quiet and not enter hallways.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building;
  - You are in imminent danger; or
  - You have been advised by Public Safety or the Police to evacuate the building.
- Conceal yourself, as much as possible, by crouching down in areas out of sight from doors and windows.
- Shelter in the nearest room with limited doors and windows.
- Take immediate cover in the area furthest from the door.

**“Hold and Secure”** is an emergency process when a building is secured due to an ongoing situation outside of the building that requires all persons to remain in the building. Examples may include a Police chasing a suspect, a fire at a nearby building, or a person who has made threats of harm in a particular building.

- The activities continue to function as normally as possible, with the exterior doors locked until the situation is resolved.
- Public Safety or designated staff members posted near each entrance to ensure no one enters or leaves the building.
- Exterior windows facing the incident should be covered or blinds drawn, lights dimmed, where possible.
- Maintain this status unless otherwise directed by Public Safety or the Police.

**“Shelter-in-Place”** is an emergency process when there are outside contaminants from an chemical or environmental event, or in weather related situations, and where it is necessary to keep all occupants within the building to protect them. This response may be recommended by Public Safety, Police, Fire Department, EMS, etc. Examples may include tornado warnings, outdoor chemical spills, or certain explosions.

- A person needs to quickly select an interior room or rooms within a building, or ones with no or few windows, and takes refuge there.
- People enter and remain in refuge area with the doors and windows closed.
- If chemical HVAC systems, should be turned off to prevent air from outside entering the building.

**“Evacuation”** is an emergency process when persons immediately leave from a specific area because of a real or anticipated threat or hazard and take the most direct route to safety. This may include an outdoor sports venue for weather, a building due to a fire, or a residence hall because of a power outage. When entering a room or building and prior to an emergency, pay special attention to the exit routes. During an evacuation, keep the following in mind:

- Stay calm.
- Think of alternate routes if required
- Walk quickly, don’t run.
- DO NOT USE ELEVATORS.
- Do not rush or crowd. Use handrails in stairwells and stay to the right.
- Move away from the building quickly and go to your evacuation point unless otherwise instructed.