



LOCK-DOWN/SHELTER IN PLACE- POLICY

Mansfield University has established this plan to assist in protecting the university community from certain hazards. The implementation of this plan is tasked to the entire university in order to make the campus a safe environment. This plan will be implemented without delay to protect the safety of all persons on campus.

One of the major components of this emergency plan is the emergency communications structure. Mansfield University has developed a plan to notify the campus community of an emergency where there is risk of immediate injury. These plans are extensive and cover many areas of campus, but there may be places where the message may not reach. The campus must also utilize face to face communications where needed to assure notifications are made throughout the campus.

A lock-down will be used to protect building occupants in the case of an emergency. This requires the residents of a building to stay safely sheltered where they are located once an emergency is identified and declared by the President, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

During a lock-down police and other emergency personnel would be responding to the emergency. Mansfield University has 24-hour-a-day police protection through our own Police Department. Our police officers are fully trained in the use of firearms and carry weapons at all times. Mansfield University is also connected to a network of police and other emergency support via a County Emergency Communications Center that allows police and other emergency personnel to coordinate their response across agencies. Their work will be much easier if they can know that members of the campus community are in a secure location with instructions to remain where they are.

What is a lock-down?

All campus buildings will be locked to prevent entrance from the outside. Exit from the buildings will still be possible by pushing the crash bars. Students and personnel should not exit the building unless the situation in the building requires escape. Exterior entrances of buildings will be locked by the facilities personnel, staff, or faculty who has access to door lock hardware. Faculty or staff members with keys to offices may have the capability to lock entrances to buildings. MU Police may not be available to assist in the locking of the buildings if an emergency exists on campus.

Students in residence halls must remain in their rooms with the door locked.

Staff will remain in their offices, or secure area, preferably without windows, with the door locked.

Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.

What is Shelter in Place?

Shelter in Place is a term used when there is an “environmental emergency” where if individuals are outside they may be harmed. Examples of situations where a “Shelter in Place” may be activated are a severe weather emergency (tornado), hazardous chemical spill on or off campus, or severe fire on or near campus.

All campus buildings should be used to allow the campus community to remain inside to protect them from a hazard. Exit from the buildings will still be possible by pushing the crash bars. Students and personnel should not exit the building unless the situation in the building requires escape.

Students in residence halls should remain in their rooms with windows closed, outside ventilation switched off and await the all clear to be announced.

Staff & Faculty will remain in their offices, classrooms, or other areas with windows closed, outside ventilation switched off and await the all clear to be announced.

Be sure to read the emergency message carefully to determine which steps are necessary for the type of emergency.

Testing of the Procedure –

The emergency notification plan is tested once at the beginning of each semester to determine that the systems are functioning properly, and to determine if any enhancements are needed to increase our system capabilities.

Public Notification -

Information will be released to the public as needed through the Mansfield University Public relations officials regarding testing and on-going emergency situations.

The implementation of campus lock-down/shelter in place status will be communicated via the following means:

An emergency message will be transmitted via the campus carillon system. **The carillon message defaults to the “Lock-Down” message to get the campus community out of the public walkways. Once inside of a building verify the type of emergency to confirm any additional actions required.**

A system broadcast message will be placed on the campus voicemail system. This message will notify individuals once they attempt to log into their voicemail system.

Email emergency alerts will be sent to students at Mounties.mansfield.edu and faculty/staff in their Mansfield email accounts.

All Novell-attached clients (University owned computers on the network (labs, classrooms, faculty-staff desktops, registered laptops)) will receive a pop-up message announcing the emergency.

An emergency cell phone text message will be sent to faculty, staff and students, who have registered for instant emergency messages, via Windows Live.

Students, faculty and staff should look for further information on the campus web, www.mansfield.edu main page. A Campus Alert message will appear as a banner on the top of the page.

Additionally, any campus television tuned to Channel 10, and the weather emergency phone will have emergency information.

All students, faculty and staff must remain in the building they are currently in until such time as the emergency status is removed. Notification of an “All-Clear” will be transmitted through all previous available communications methods.

Access to campus by outside constituents may be denied during the emergency. You should be able to monitor continuous updates via any of the above means of communication.

For questions or clarifications on this procedure please contact Jim Welch at 570-662-4906 or jwelch@mansfield.edu.

Department Clerical Staff/Faculty/Other Employees –

- Begin contact with classrooms, offices via phone, or runner to relay emergency information.
- Assist in securing buildings if available.

Students /Visitors/Contractors–

- Seek shelter within a campus building and await further instructions from building occupants.
- If buildings are secured and no access is available proceed to off campus and seek shelter. Get additional information from one of the emergency messaging sources on campus.
- Contact other students using various technologies to assure alert messages are passed throughout campus.