



Emergency Lockdown Procedure

A **lockdown** at a college campus refers to the securing of the exterior doors to a building.

Shelter-in-place refers to the securing of the interior classroom and common area doors.

During a lock-down situation, all persons on the campus property are asked to remain inside the campus buildings and secure the outside entrance doors if possible and shelter-in-place, unless directed to do otherwise by emergency personnel.

Examples of actions to be taken:

- **Faculty-** If in a classroom, once the emergency notification has been received, lock the classroom door, turn off the classroom lights, stay away from windows, and await the All-Clear notification. Consider barricading the door or moving to another interior or adjoining room if immediate perceived threat.
- **Students/Staff–** Get inside of a building as soon as possible, seek shelter in an interior room; await further instructions or an All-Clear. If you are able to do so, assist in locking the exterior doors of the building. If you are in your residence hall, go to your room and stay there until the All-Clear message has been sent.
- **If you are outside** of a building when the emergency notification is received, proceed to the nearest common building. Remember that the residence halls are locked 24/7 so avoid escaping to a residence hall unless you have access for entry. If the building has been locked upon your arrival, consider evacuating off-campus to a public building/business in Mansfield. Establish communication with the campus once safe for the All-Clear message.
- **If you are a commuter student arriving on campus,** stay in your vehicle and consider leaving campus for a safe location. Contact the University for the All-Clear message.
- During crisis or major emergency, faculty, staff and students are encouraged to follow the instructions provided by the MU Emergency Alert systems.

The goal of the Lock-Down Policy/Procedure is to Stay Informed/Stay Safe. Get the emergency message, get to a safe location and wait for more information.

Emergency Notification Process:

Mansfield University's communications in a major emergency are the following:

- Text messaging to Mobile Alert subscribers. The University is strongly encouraging those who have not already subscribed to take time now to register to receive emergency text message information:
 - Students login to <https://info.mansfield.edu/myaccount/>
 - Faculty & Staff login to <http://my.mansfield.edu>
- Mass emails to faculty, staff and students via MU-assigned email accounts. All Mansfield University faculty, staff and students must maintain regular access to their University-provided email accounts and are responsible for accessing email to obtain official University communications.
- Electronic Message sent to all networked PCs on campus.
- Posting a campus alert on MU's homepage at <http://www.mansfield.edu>. The MU homepage will be an essential tool for directions/instructions and relevant information during and emergency. Initial major emergency communications will convey only the most critical information. Details will be carried on the University's homepage, which will be updated as circumstances warrant.
- Recorded message on MU's Information Line—(570) 662-4499
- Emergency message transmitted via the campus carillon system.