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## **Lockdown and Shelter-in-Place FAQ**

**In the instance of an emergency on campus, it is imperative that our students, faculty and staff feel confident and able to respond to the situation. To best prepare yourself, it's important to maintain an emergency plan and put it into practice. Proactive steps, such as paying attention to your surroundings, watching for signs of trouble, knowing where the exits are and checking whether doors can be locked in the location you're in can prove vital in ensuring your safety in the event of an emergency.**

**Below, please find information pertaining to a shelter-in-place order and a lockdown order along with how you should respond to these situations if they were to arise on campus.**

### **What is a shelter-in-place?**

Shelter-in-place (sometimes referred to as Reverse Evacuation) provides refuge for occupants within a campus building during an incident. It is used when it is safer inside the building than outside. Some examples:

- Weather Emergencies
- Medical Emergencies
- Chemical leaks or hazardous airborne threats
- Violence or criminal activities outside the building or off campus

Depending on the incident, all exterior doors and windows are locked (in case of a violent person in the neighborhood) or all ventilation drawing air from outside is shut down (in case of an air borne chemical spill). Shelter-in-Place may also be used to simply stop movement in a building.

Some important steps to take during a Shelter-in-Place may include:

- Remaining in a building or room
- Closing and locking doors
- Shutting off ventilation which draws air in from outside



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- Remaining inside, students and staff may be directed to designated safe areas chosen for the specific incident; for example: the JYC, parking garages, hallways, auditoriums, or classrooms.

## **What is a lockdown?**

A lockdown provides protection when weapon-related violence is in progress or imminent in a building or on campus. It is designed to place barriers between the building occupants and assailant(s).

## **What should I do in response to a lockdown?**

All students, faculty, staff, and visitors remain in or go to the nearest room. If able you should help others get safely into the room. Once in the room you should lock the door, if possible, and barricade the door if needed. If conditions change, more information will be forthcoming. Listen for announcements, monitor emergency notifications, and pay attention to outside noises and activities. Additional actions during a lockdown include:

- Students and staff sit in a safe area away from windows and doors
- Move away from the door and silence all electronic devices including cellphones
- Turn off lights, monitors, and projection equipment
- If you are in a hallway, Student Center, or any open area, take shelter in the nearest room or get to the nearest exit always moving away from the threat
- If able to safely leave the area, do so. Move as far away from the threat as possible. Do not hesitate.
- Do not activate fire alarms since this will trigger people to leave safe areas

Depending on the situation, there are several ways to enhance a lockdown to empower individuals to take common sense actions critical to their safety. These actions may include:

- Barricading the door using available furniture and other objects;
- Distracting or countering the assailant, and
- Self-evacuation.



These actions are based on the response strategy referenced in the Emmanuel College Emergency Response Guide-Active Threat/Shooter: Run – Hide – Fight (U.S. Homeland Security). If you encounter the threat RUN-HIDE-FIGHT. DO SOMETHING! Throw something, yell, kick, punch. FIGHT! Distracting the threat may give you enough time to run and create distance. Never give up.

### **How is notification of a shelter-in-place and/or lockdown made to the community?**

Notification is made through a variety of methods including the Emmanuel Emergency Notification System: text, email, telephone, Emmanuel portal/website alert, or any combination of these.

### **What should I do if I am outside when a lockdown alert goes out?**

If you are outside and are able to leave the area, do so. Move as far away from the threat as possible. Do not hesitate.

### **What if I am heading to campus and receive a shelter-in-place and/or lockdown alert?**

DO NOT come to campus. Local law enforcement may have roads blocked during a serious threat, but if not, you need to avoid the area. Monitor the college website and watch for emergency notifications via text and email for updates. If students are taking a shuttle during the time of an incident, shuttle drivers have access to a radio and would be notified of the situation and take appropriate action (i.e. divert shuttle route).

### **When will a lockdown/shelter-in-place end?**

Everyone should remain in place until a formal announcement is made that ends the lockdown/shelter-in-place. This will be done through the Emmanuel College Emergency Notification System.



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## **Why are students, faculty, and staff directed to silence their cell phones during a lockdown?**

There are many ways that cell phone usage can compromise your safety. Specifically, a phone in use may give away the location of people in hiding to an intruder. Keep your phone ON but silence it. This will allow you to monitor any updated emergency alerts.

**Does Emmanuel coordinate with local law enforcement?** Yes. We have ongoing partnerships with local law enforcement including the Boston Police Department. During a lockdown, Police & Campus Safety will work collaboratively to respond to any threat and to keep students, faculty, and staff safe.

## **How will parents, family, and friends know what is happening?**

Emmanuel will notify parents as soon as practical about an emergency through phone messages, emails, as well as the Emmanuel website and social media pages. Therefore, it is important to keep your contact information up-to-date, especially via RAVE, the college's emergency notification system. Please be aware that emergencies are fluid and always changing, and that information you are getting from other sources such as the news media and personal Facebook pages may NOT be accurate.

## **How do I update my contact information in the Emergency Notification System?**

All current students, faculty and staff are automatically enrolled in the Emergency Notification System with your Emmanuel e-mail address. We encourage you to add a cell phone number as well as an alternate e-mail address. Alternate contact information can be that of a parent or family member. You can access the site through the current student page of the college's website: [emmanuel.edu/current-students](http://emmanuel.edu/current-students).

1. Once on the page click on "Accounts"
2. Select "RAVE Emergency Notification System" and log in using Emmanuel credentials
3. Add all necessary contact information

If you have any issues updating your information, please contact the IT Helpdesk at [helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu)



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## **What is an evacuation?**

An evacuation is used when a campus building can no longer be safely occupied, for example, in case of fire, gas leak, or other hazardous material incidents occurring in the building, structural failures, suspicious packages, or bomb threats. All students, staff, and visitors leave the building through the nearest and safest route to designated gathering areas.