

Appendix B

Lockdown Policy and Procedure

Policy: The purpose of the lockdown or shelter-in-place procedure is to minimize accessibility to areas on campus to reduce the risk of injury and danger to faculty, staff, students and other college community members. The decision to implement a lockdown of a particular building or area of campus will be made by the Director of Campus Safety (or other college administrator) in consultation with local law enforcement when a situation that presents a wide risk of danger is confirmed by local law enforcement/emergency personnel in conjunction with the director of Campus Safety or other campus administrator.

Procedure: When a situation is deemed hazardous enough to warrant a lockdown, campus constituents will be notified via the R.A.M emergency system and other methods which do not place any individuals in harm's way (e.g., campus-wide email). The R.A.M announcement will read "Lockdown in progress. Secure yourself. Additional instructions to follow." The Cornell website will post instructions and updates throughout lockdown.

During lockdown procedure:

- Remain calm
- If able to do so safely:
 - Exit the building/area immediately
 - Notify anyone you encounter to exit building/area immediately
 - Refer to evacuation diagram for relocation
- If unable to exit the building safely or are in a hallway or open/common area, close all doors and lock, if possible
- If unable to lock door, barricade
- Turn off all lights and unnecessary equipment and cover windows
- Instruct occupants to remain calm and as quiet as possible
- Stay away from windows
- Lie flat on the floor and take protection/cover behind desks and filing cabinets
- If you are in a secure area and see a suspect or violent incident occurring, you may use your phone or computer in the secure area to relay specific information to local law enforcement or Campus Safety
- Absolutely no phone calls are to be made into the lockdown area, unless authorized by local law enforcement on scene
- Individuals outside the lockdown area must not enter the area and should be directed to evacuation or staging areas by law enforcement officials
- Do not allow anyone to leave the lockdown area/building until notified by local law enforcement
- Provide assistance where required (e.g., helping those with physical disabilities or language barriers)
- When the situation causing lockdown is resolved, an "all clear" will be sent via the R.A.M. emergency system

All staff/faculty in control of students at the time of a lockdown become responsible for those students. Faculty/staff are responsible for accounting for students and ensuring no one leaves the safe area. Students without staff/faculty present will be directed to an evacuation or staging area by local law enforcement, Campus Safety or other college officials.