

## SECURE-IN-PLACE

Secure-in-Place means placing a locked door or other barricade between yourself and the exterior of the building where a threat exists. A secure-in-place may be called for a potential threat on or near campus, hostage situation, or other violent situation on or near campus. A secure-in-place may be initiated by:

- An order from first responders.
- An Eagle Alert instructing you to secure-in-place.
- An announcement through the building's intercom system.

### WHAT TO DO

**When ordered to go into a secure-in-place, do the following:**

- Stop what you are doing – if you have time, save, and secure any sensitive information, files, or programs.
- Get into an office, residence hall room, meeting room, or other space with little to no windows and lock all doors.
- If you cannot lock the door, blockade the door with large, heavy furniture and other bulky objects.
- Close blinds and turn off lights.
- **If unable to get indoors**, lie flat on the ground and get behind an obstruction
- Remain completely quiet.
- Silence cell phones and any other noise producing objects.
- Stay low to the ground, on the floor, staying away from windows and doors.
- Take cover under furniture or other large objects, placing as many items as possible between you and the threat.
- **DO NOT** peek out windows or doors to see what may be occurring.
- **DO NOT** answer knocks on the door.
- **DO NOT** evacuate if a fire alarm is activated **unless** you are positive a fire is occurring.
- Call or text **911** if a life-threatening emergency is occurring in your immediate vicinity.
- Help others if it is safe for you to do so.
- Remain in your safe location until informed by police or circumstances warrant an immediate evacuation.
- **When police arrive:**
  - Obey **ALL** commands given by police officers.
  - **DO NOT** run at them or make sudden movements.
  - **DO NOT** hold anything in your hand that could be mistaken for a weapon.