SECURE-IN-PLACE

WHEN IT IS NECESSARY TO SECURE-IN-PLACE, YOU WILL BE THE SAFEST BY PLACING A LOCKED DOOR OR OTHER BARRICADE BETWEEN YOU AND THE ASSOCIATED VIOLENCE OR DANGER.

How do I secure in place?

- **REMAIN CALM!**
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building or leave the premises if it is safe to do so.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from danger, seek cover, move to another building, or leave campus if it's safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from E2Campus Alerts and emergency personnel.
- **DO NOT** leave until an "All Clear" message is received.

What if someone wants to enter a secure area?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others.

USE GOOD JUDGEMENT.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe.

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If a decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, a laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.