



UNIVERSITY OF CENTRAL OKLAHOMA

# Emergency Management

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## Emergency Shelter-in-Place/Lockdown Procedures for Faculty and Staff

### Shelter-in-Place/Lockdown During Class:

- Evaluate whether or not you can **safely** evacuate the building.
- Shut and Lock the classroom door (if not automatic).
- Have students spread out in the classroom and close curtain and/or shades.
- Cover your classroom door window, if possible.
- Log onto e-mail (if possible) or go to the UCO main page for emergency response notices.
- Provide medical aid as necessary.
- Remain in **Lock-Down**, until evacuated by UCO Public Safety, or the Lock Down is lifted by the Crisis Management Team (CMT).
- Check e-mail every 10 minutes for updates.
- If evacuated, bring a role sheet and accompany the class to the evacuation zone. Submit the role sheet and assist with reunification as directed by the Crisis Management Team.

### Shelter-in-Place/Lockdown in Other Areas:

- If in a large room, open area or office, stay there.
- Allow students into unlocked offices, cafeteria, rooms, etc. and lock the doors.
- Lock exterior doors to the building, if possible.
- Move students/guests out of the line of sight. Have spread out in the classroom.
- Log onto e-mail (if possible) or go to the UCO main page for emergency response notices.
- Provide medical attention as necessary.
- Cover your office in window, if possible.
- Remain in **Lock-Down**, until evacuated by UCO Public Safety, or the Lock Down is lifted by the Crisis Management Team (CMT).
- Check e-mail every 10 minutes for updates.
- If evacuated stay with your group to evacuation area and submit a list of names of person's who were with you in the room.

### Sporting Events and Large Public Gatherings:

- Emergency Responders may not be immediately available to direct your actions.
- Follow your instincts.
- If the situation seems worse or out of control or dangerous, put some distance between yourself and the incident.
- Become familiar with the locations of all the exits.
- Move to a safe location away from the area where the incident is occurring.
- Don't attempt to find out what's going on, just go; be calm help others around you.
- Evacuate to areas as instructed.

**\*Understand that once UCO Public Safety arrives they are in control of the incident. Any evacuation will be done at their direction.\***

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University of Central Oklahoma  
Emergency Management Unit  
100 N. University Dr., Box 146  
Edmond, OK 73034

Phone: 405-974-2219  
Fax: 405-974-3872  
E-mail: [emergencymanagement@uco.edu](mailto:emergencymanagement@uco.edu)