



UNIVERSITY OF CENTRAL OKLAHOMA

Emergency Management

Emergency Shelter-in-Place/Lockdown Procedures

Shelter-in-Place/Lockdown During Class:

- Evaluate whether or not you can **safely** evacuate the building.
- Shut and lock the classroom/office door (if not automatic).
- Listen to your professor's or UCO staff member's directions.
- Cover your classroom door window, if possible.
- Log on to email (if possible) or go to the UCO main page for emergency response notices.
- Provide medical aid as necessary.
- Remain in **Lockdown**, until evacuated by UCO Public Safety, or the lockdown is lifted by the Crisis Management Team (CMT).
- Check email every 10 minutes for updates.
- If evacuated, proceed to the evacuation zone.

Shelter-in-Place/Lockdown in Other Areas:

- If in a large room, open area or office, stay there.
- Allow students and visitors into unlocked offices, cafeteria, rooms, etc. and lock the doors.
- Lock exterior doors to the building, if possible.
- Stay out of the line of sight. Spread out in the classroom.
- Log on to email (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 **lockdown**, until evacuated by UCO Police Services, or the Lock Down is lifted by the Crisis Management Team (CMT).
- Check email every 10 minutes for updates.
- If evacuated stay with your group to the evacuation area.

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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