

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 when able
- 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