Lockdown System User Protocol

A lockdown system is an automatic door-locking system that was developed to instantly secure large spaces in the event of an active threat. Lockdown systems were installed in spaces that would otherwise require manual key locking, requiring an authorized key holder, and taking a considerable amount of time. This system is designed to be activated by the occupants from within the space with the push of a button. Once the button is pushed the doors will lock, preventing entry into that space, while still allowing egress from that space in compliance with fire safety regulations. It must be noted that **in order for the lockdown system to function properly the entry doors cannot be propped.**

The College has lockdown systems installed in Trumbower Hall, Room 130, Seegers Union Event Space, and the Center for the Arts Recital Hall. While each system has slight variations that are tailored to the individual space, the concept and activation methods are the same. Each location has several lockdown buttons conspicuously mounted in various locations within the space. Until activated, the lockdown buttons will all display green lights. Depressing any button within the space will activate the system and lock the entry doors. The Lockdown buttons will display red lights once activated. From a user standpoint that is all that needs to be done to activate a lockdown of that space.

Lockdown System Activation Guidelines

The activation of the lockdown system should be initiated when the occupants of the room become aware of an active threat with the possibility of impacting the safety and security of the occupants. Situations during which a lockdown system activation should be considered:

- The occupants become aware that an armed intruder is in the vicinity.
- A lockdown message is initiated by the College emergency notification system.
- A shelter-in-place message is initiated by the College emergency notification system.
  - **Note:** A lockdown of the space may be necessary if the building itself is not yet secured.

Activation of the lockdown system does not send an automatic notification to Campus Safety.

In the event of a lockdown system activation Campus Safety must be contacted and notified of the lockdown, the reason for activating the system, and to report any active threats. Once the system is activated a Campus Safety Officer must respond to address the situation and reset the system after the issues have been resolved.

Note: In the event of a lockdown, the Seegers Union Event Space has several large center doors that must be manually locked from within the space. Activating the lockdown system in the Event Space will deactivate the elevator in that space.