

Lockdown Procedures

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

Lockdown procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be called by the President or his designee, the Pocatello Police Department or other emergency responders. Public Safety and Facilities Services will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

Notification of a lockdown will be initiated senior university officials and implemented by Public Safety using the following methods:

- By the automated telephone message system
- by phone tree
- by e-mail
- by University homepage & the Public Safety homepage
- by the university closure phone line
- by using staff to make physical contact at each building
- by vehicle & handheld public address systems & the SUB Clock Tower Public Address System
- by using KISU radio (Station 91.1fm)
- by using public and private television stations
- by using the ISU campus information radio station (station 1610 am)

After hours notification will be initiated by Public Safety using the above-mentioned methods.

During a lock-down faculty, staff and students should ensure that:

<input type="checkbox"/>	Students and faculty are to remain in their classrooms. Do Not answer the door.
<input type="checkbox"/>	Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets).
<input type="checkbox"/>	Remain calm and assist others with you in remaining calm, quiet and out of sight.
<input type="checkbox"/>	Place signs in exterior windows to identify the location of injured persons.
<input type="checkbox"/>	All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
<input type="checkbox"/>	Turn off all lights and close blinds.
<input type="checkbox"/>	Silence all cell phones.

<input type="checkbox"/>	Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
<input type="checkbox"/>	If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergency@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
<input type="checkbox"/>	Account for everyone in the room or office.
<input type="checkbox"/>	Do Not Approach Emergency Responders - let them come to you.
<input type="checkbox"/>	Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
<input type="checkbox"/>	No one will be allowed to enter or leave the building(s) or area(s).
<input type="checkbox"/>	Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the university, unless instructed to do so.

Public Safety officers and other emergency responders will remain near outside entrances, if possible without putting themselves in danger, to discourage others from entering the building(s) until proper authorities have issued an “all clear.”

Un-Securing An Area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses -vs- the safety of a few.
- If doubt exists for the safety of the individuals inside a room, the area should remain secured.