

4.6.4 Checklist 6D - Deans & Directors

Assignment: UNIVERSITY MANAGEMENT

Position	Deans and Directors
Section	University Management

FOR IMMEDIATE CONSIDERATION OR ACTION

<input type="checkbox"/>	Remain calm.
<input type="checkbox"/>	turn on your cellular phone.
<input type="checkbox"/>	Assess situation and coordinate information with Public Safety & VP Academic Affairs.
<input type="checkbox"/>	If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.
<input type="checkbox"/>	Implement telephone tree and advise your staff.
<input type="checkbox"/>	Inform and brief your staff on the emergency situation as it affects their areas.
<input type="checkbox"/>	Provide resources or resource information to the Management/Command Group.
<input type="checkbox"/>	Provide volunteer resources as available.

If Lockdown of Your Building is Required:

<input type="checkbox"/>	If a lockdown of your building is required, you will be notified via the Emergency Notification System.
<input type="checkbox"/>	Coordinate the lockdown with other Deans/Directors in your Bldg and your Bldg. Coordinator. The lockdown procedures can also be found in the Emergency Response Plan on the Public Safety website, www.isu.edu/pubsafe , Chapter 9, Section 9.7.4.
	Locate and use the Lockdown Procedure Packet in your building.
<input type="checkbox"/>	Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures.
<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.
<input type="checkbox"/>	Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door.
<input type="checkbox"/>	Once lockdown is completed notify emergency response personnel and man the main office to receive any other instructions.
<input type="checkbox"/>	Once “all clear” is called, notify all classrooms, labs, etc.
<input type="checkbox"/>	Unlock all exterior doors and remove Lockdown Signs.
<input type="checkbox"/>	Notify Emergency Response Personnel when unlock is complete.

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an “active threat” exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat.”

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.