Lockdown Procedures or Shelter in Place

Policy Statement

Over the past several years, there have been a number of violent acts committed against university communities across the country. While Adelphi University has been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth guidelines to address the response and management of a hostile intruder incident or other event that would require to LOCKDOWN or SHELTER IN PLACE order. Although the probability of such incidents occurring on campus is minimal, preparedness is important for survival in a hostile intruder encounter or other event requiring the community to shelter in place.

Reason for Policy

Adelphi wants all faculty, staff, and students to know how to respond in the event of a lockdown or shelter in place order.

Who is Governed by this Policy

Faculty, Staff, and Students

Policy

Hostile Intruder(s) in a Residence Hall

When a hostile person(s) is actively causing death or physical injury or the imminent threat of death or physical injury within a residence hall, recommend the following actions should be implemented:

- Lock yourself in your room and call the police by dialing 911.
- If in-house telephones are available for communication to notify public safety, dial #5 or extension 3511 or call 516 877-3511.
- Call a personal contact and give your location.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
● Barricade yourself in your room with desks, beds or anything you can push against the door.
● When and where available lock your window(s) and open blinds or curtains.
● Stay away from the window (when possible).
● Turn all lights and audio equipment off.
● Turn off cell phones or place on vibrate.
● Try to stay calm and be as quiet as possible.
● If for some reason you are caught in the open such as hallways and lounge type areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take.
● You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the residence hall looking for more victims.
● If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line. Use trees, vehicles or any type of object to block your view from the residence hall as you run. When away from the immediate area of danger, summon help any way you can and warn others.
● If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
● The last option you have if caught in an open area in the residence hall may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
● If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow. The police may not know who the shooter is or if there are multiple shooters.

**Hostile Intruder(s) in a Building Other than a Residence Hall**

When a hostile person(s) is actively causing death, serious physical injury or the threat of imminent death or serious physical injury to person(s) within a building other than a residence hall, the university recommends the following actions be implemented:

While these guidelines refer primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.
• When and where available, faculty and staff should immediately lock the students, staff and themselves in the classroom or office and call the police by dialing 911.
• If possible cover any windows or openings that have a direct line of sight into the hallway.
• If in-house telephones are available for communication to public safety, dial #5 or extension 3511 or call 516 877-3511.
• Call a personal contact and give your location.
• Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
• When and where available, lock the windows and open the blinds or curtains.
• Stay away from the windows.
• Turn off lights and all audio and video equipment.
• Turn off cell phones or place on vibrate.
• Try to remain as calm as possible.
• Keep classrooms secure until police arrive and give you directions.
• If you are not in a classroom, try to get to a classroom or an office if you cannot safely escape from the building.
• Stay out of open areas and be as quiet as possible.
• If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
• You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
• If you think you can safely make it out of the building by running, then do so.
• If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s).
• Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help in any way you can and warn others.
• If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
• Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
• If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.

Once the police arrive, obey all police commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.
Definitions

LOCKDOWN

When people are instructed to lockdown, it is in response to an active shooter. During an active shooter emergency, people are asked to barricade themselves in a room with no windows, if possible.

If a room with no windows is not available in their building, people are asked to cover or stay away from any windows to avoid making themselves or others visible to any potential threat.

The idea of a lockdown is for people to remain properly secured and out of the line of vision of an active shooter until they are told the area is secure.

SHELTER IN PLACE

Sheltering in place is in response to severe weather, and also a chemical, biological or radiological contamination that may have been released into the environment.

When individuals are instructed to shelter-in-place, it means the individual or organization should select an interior room or rooms with few or no windows. Once a room has been chosen, people should seal windows, doors and ventilation systems using tape, plastic and weather stripping in an attempt to avoid a chemical disturbance or weather-related disturbance.

Wet paper or wet cloth should be used to seal cracks in the building.

People can increase protection by using whatever means are available to reduce the ventilation rate. Things like turning off the air conditioning systems, closing all windows and doors, and avoiding using elevators can help decrease the risk of contamination.

Lockdown or Shelter-in-place
The Lockdown or Shelter-In-Place plan protects students and staff in the event of potential exposure to a dangerous chemical that could be released through:

- An industrial accident
- A chemical spill
- A break in a natural gas pipeline
- Materials transported through our community
- A terrorist attack
- Severe weather events such as a tornado, earthquake, blizzard, or hurricane

**Procedures**


[portal.adelphi.edu/documents/11744341/11744760/Hostile+Intruders+and+Lockdowns](portal.adelphi.edu/documents/11744341/11744760/Hostile+Intruders+and+Lockdowns)

**Forms**

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Related Information**

[safety.adelphi.edu/policies/emergency-operations-plan/](safety.adelphi.edu/policies/emergency-operations-plan/)

[nassaucountyny.gov/1620/Emergency-Management](nassaucountyny.gov/1620/Emergency-Management)

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Document History

This section must contain the following dates or placeholders for future dates:

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Who Approved This Policy

Gene Palma, Chief Administrative Officer and Associate Vice President