


Campus Lockdown Policy

	Policy Sponsor: Chief Financial Officer		
	Policy Type: Non-Academic		
	Approval Date: 9/23/2020	Effective Date: 9/23/2020	Revision Date: N/A

1. POLICY STATEMENT

There may be scenarios that require the Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine (KansasCOM) campus to limit access in order to respond to an emergency situation.

2. PURPOSE

The campus lockdown policy aims to minimize accessibility to rooms and buildings on campus to reduce the risk of injury or danger.

3. APPLICABILITY

All KHSC-KansasCOM employees, students and visitors.

4. DEFINITIONS

N/A

5. PROCEDURES

A directive to “lockdown” the campus may be received through the emergency notification system. Fully read or listen to the message to ensure you understand the reason for the lockdown.

Upon receiving a directive to “lockdown”:

- Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
- Close and lock all doors and windows where you are. Do this quickly to minimize sound and movement. Do not let anyone else into your room once you close and lock it unless you can do so with a high degree of certainty that you will be safe.
- If you are in a space that cannot be secured, such as hallways or common areas, find a lockable room and stay there until law enforcement officers or school officials direct you to move.
- Turn off lights.
- Turn cellphones to silent mode.
- Get out of the line of site. This may require you to get up against an interior wall perpendicular to a door window.
- Remain quiet, calm and still.
- Remain under lockdown until told from an official source that the emergency scenario is over.
- If you are directed by police to leave your secured area, assist others in moving as quietly as quickly as possible.
- Do not activate fire alarms.

KHSC-KansasCOM employees are in control and responsible for students and visitors during a lockdown. Employees are responsible for accounting for students and ensuring that no one leaves the safe area. When the scenario causing the lockdown has been cleared, an “all clear – lockdown is over” announcement will be made through the campus Rave emergency notification system.

Other items to consider, only when certain you can do so safely:

- Assist with the announcement of the lockdown by using your voice.
- Assist with clearing persons from hallways and other exposed areas and direct them to safety.
- Barricade doors and place paper over door windows.

These are general guidelines. Each emergency scenario is unique and may require changes as events unfold.

6. RELATED DOCUMENTS

N/A

7. CONTACTS

- Chief Financial Officer

POLICY APPROVAL		
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