Policy Title: Campus Lockdown Policy

Policy & Procedure Statement: A lockdown shall be ordered by an ICOM Campus Security officer, the Director of Facilities, the Executive Director for Undergraduate Medical Education, or their designee, for any situation that poses a threat of imminent or active violence to students, staff or visitors. This includes but is not limited to an active shooter situation.

Building Lockdown
A lockdown will be announced as soon as practicable through means of the Alertus mass notification system; the campus public address system; email; or social media. A lockdown may also be communicated verbally if necessary. A lockdown activation shall be made in conjunction with a 9-1-1 call to report the emergency situation to law enforcement.

When a lockdown is announced, building occupants should be prepared to follow the current national response guidelines of Run, Hide, Fight for an active shooter or imminent threat.


Occupants should be aware of locations within the building that could be used as a potential hiding place. Rooms with locking doors such as the restrooms may be used as a place of concealment if building evacuation is not possible. Rooms with glass doors and windows should be avoided as they only provide limited concealment.
Because of the open design of the ICOM building, flight from the building may be the best option.

Incidents of violence are very dynamic and frightening. Each individual will need to decide whether they Run, Hide, or Fight depending upon their location, their skill or physical abilities, and the threat.

In the event of an active shooter, occupants shall follow the ICOM Active Shooter guidelines and Building Evacuation Procedures.

Auditorium Lockdown

The ICOM Auditoriums (rooms 150 and 156), are equipped with lockdown buttons located inside the entrances to each auditorium. Pressing the lockdown button will lock the outer doors of both auditoriums.

The outer doors shall remain closed when classes are being conducted in the auditoriums. Blocking the outer doors in an open position defeats the lockdown system.

If a faculty member, staff member, or student detects a potential threat external to the auditorium, they shall activate the nearest lockdown button. Auditorium occupants shall ensure both sets of auditorium doors are closed, and then close the inner sets of doors. Auditorium occupants shall move away from the doors and await further instructions from campus authorities. Occupants shall remain in the locked auditorium until an all-clear is issued by Campus Security or campus administration.

An auditorium lockdown activation shall be immediately followed by a call to both Campus Security and the 9-1-1 emergency system to ensure others are aware of the emergency.

The lockdown activation prevents entry into the auditorium. Auditorium occupants can still exit through the doors if necessary. This should only be done if occupants are certain that no threat exists outside the doors.

Approved by: 

[Signature]

CAO/Dean 

Date 

8/20/19