

LOCKDOWN

The term “LOCKDOWN” means that all individuals remain in their current indoor location and do not exit or move from building to building. Exterior doors may be secured to keep unauthorized persons from entering a building. This may be done, for example, in a hostile intruder incident in which a person is actively causing or threatening death or serious physical injury, or has the potential to do so, to person(s) on campus.

DO NOT attempt to handle a dangerous or unpredictable situation on your own.

Immediately seek safety, then notify College Police of the situation by calling extension 4444 or 540-365-4444, or dial 911 for local police.

Ferrum College will sound its outside alert siren when we perceive an imminent threat to Ferrum College students, faculty, staff, and visitors. Text messages will also be sent to those individuals who have registered their cell phones with e2Campus. The College will attempt to send out information with additional instructions in the following ways:

- A campus-wide e-mail will be sent to all faculty, staff, and students via their Ferrum College email address.
- Information will be posted on the College’s website www.ferrum.edu.
- A voice message will be placed on extension 5555 of the campus phone system (known now as the information line) or it can be accessed by cell phone by calling 540-365-5555.
- Verbal instructions will be passed along, either in person or by phone tree, by Residence Hall Educators (RHE’s), Community Advisors (CA’s), and others, as instructed.

If notified to LOCKDOWN:

- If inside a building, remain in that building.
- If outside, proceed immediately to the nearest building.
- Once inside move to a room with a locking door, if possible.
 - Lock or barricade the door by whatever means possible, such as furniture, etc.
 - If the door has a window, cover it any way possible.
 - Keep away from all windows.
 - Turn off lights, music, and remain quiet.
 - Get on the floor and stay there--do not move around.
- Remain there and use cell phones (text messaging), telephone (call 365-5555) or other available electronic devices to obtain additional instructions.
 - You may be directed by law enforcement or emergency personnel to move to a safer area.
 - In some cases, individuals inside a building may be asked to gather in a central location.
 - Follow directions quickly and quietly.
- Once the situation is over, you will be notified by law enforcement or other emergency personnel that the LOCKDOWN is over and it is safe to leave.
 - Remain in the area until you are notified that you are no longer required to stay for purposes of investigation.