Lockdown Procedures

I. Purpose

The purpose of this procedure is to instruct the Albert Einstein College of Medicine community of action to take in the event of a lockdown.

II. Scope

This procedure applies to all employees, students, and visitors of Einstein.

III. Procedure

In the event of an emergency on campus, you may be instructed that your building or location is under lock down. The information below can help you know what to expect and what to do (or not to do) in such a situation.

What is a “Lockdown”?

A lockdown of a building or group of buildings on campus is implemented when an emergency condition exists that affects the immediate safety and well-being of our campus community. Depending on the location of the emergency, a lockdown is intended to secure people inside of a location and others from entering a more dangerous area. This procedure allows the police and other first responders to manage the threat of and to minimize the chance of death and/or serious injury.

Notification of a Lockdown

You may be alerted to a campus lockdown via an emergency message through our campus-wide notification system, Everbridge.

Actions to take include:

1. Remain calm
2. Avoid/get away from open areas
3. If you are outside of a building, move away from the general area
4. If you are inside of a building:
   a. Move out of open corridors and hallways into rooms that can be locked or barricaded
   b. If in an office or classroom, lock and barricade the door
   c. Shut off the lights, silence your cell phone
   d. Close any opened windows and pull down the shades/close blinds

FOR EVERYONE’S SAFETY, OBEY ALL COMMAND OF FIRST RESPONDERS.
Do not:

1. Respond to any building fire alarms
2. Open any doors or windows until you are directed to do so through verified electronic messages and/or by law enforcement personnel
3. Hide in open corridors or in washrooms that cannot be locked
4. Assemble in large open areas
5. Make non-essential cell phone calls as they may overwhelm the phone network

Remember:

1. Once a lockdown has been issued, you must remain in place until an “all clear” message has been issued via electronic messaging or verified law enforcement personnel
2. Media reports may be unreliable and inaccurate
3. IGNORE ANY FIRE ALARM BELLS, SINCE THEY WOULD NOT BE ACTIVATED DURING A LOCKDOWN.
4. “Lockdown” is the “Hide” part of “Run, Hide, Fight,” the recommended approach to dealing with certain situations such as an active shooter in a building. Please view the “Situational Awareness” videos to better understand your options in an emergency.

IV. Definitions

None.

V. Effective Date

Effective as of: 2 March 2018

VI. Procedure Management and Responsibilities

Einstein’s Security Department is the Responsible Office under this procedure. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive for this procedure. Einstein’s Chief of Security and Transportation is the Responsible Officer for the management of this procedure.