

Emergency Management Program Update

Lockdowns and Safe Haven Guidelines



Definition: When police order a lockdown, go to a safe haven: an interior room that protects building occupants from security threats, specifically an armed intruder. Call UMBC Police at (410) 455-5555 if you witness a security threat or have questions.

1. Safe Haven Guidelines:

- Evaluate potential safe havens based on these criteria. Ideally, the space:
 1. Prevents an intruder from gaining access through physical barriers. It must be fully enclosed with defined points of entry/egress that allow occupants to control access.
 2. Has working locking mechanisms that can be operated by occupants from inside.
 3. Does not have any interior windows. This includes small windows set in entry doors.
 4. Suppresses lights and sounds to conceal occupants' presence from an intruder.
 5. Provides occupants with some degree of protection from gunfire.
- These guidelines are ideals. Rooms may not meet all criteria without some changes.

2. Lockdown Actions:

- **Lockdown** means secure your space to prevent an intruder from gaining access. Do so to the best of your ability; do not put yourself or others at risk of exposure to danger.
- Lockdown your space if you receive an active assailant alert and there are no signs of immediate danger. If there is an imminent threat, take action to escape and survive.
- Anyone who recognizes a threat to their space can initiate a lockdown. Take initiative to inform others. Once you are safe, call UMBC Police at (410) 455-5555.
- Lead occupants in your area to safety. If the threat is not imminent, give people the time needed to reach a safe haven before closing and locking the doors.
- Get to your safe haven as quickly as possible. If you cannot reach it before the doors are locked, you must find other protection.
- Secure all safe haven entries once occupants are inside. DO NOT open up for anyone or any reason, even for someone identifying themselves as "police," until after you receive the all-clear alert.
- If UMBC Police need to access your safe haven before the all-clear, they will be able to gain entry using their issued keys. You can contact UMBC Police at (410) 455-5555 to verify the identity of officers and their location.

3. Notes:

- UMBC conducts readiness assessments for our facilities to identify vulnerabilities and potential hazards impacting occupant safety. One objective of these assessments is to identify potential safe havens that fulfill as many criteria listed above as possible.
- Colleges and Departments must identify safe havens in each building on campus (and at off-campus affiliate locations where possible).
- Safe havens must be included in Facility Emergency Action Plans (FEAPs) and listed in Facility Response Guides so occupants know where to go during a lockdown.
- A **safe haven** for a **lockdown** has different protection criteria than a **shelter area** for a **shelter-in-place** order. A shelter is for an environmental emergency occurring outside the building (examples: severe weather, earthquake, hazardous material release).

John Schaible, Office: (410) 455-2572, Cell: (443) 981-9028, E-mail: schaible@umbc.edu
University of Maryland, Baltimore County Emergency Management