 KANSAS HEALTH SCIENCE UNIVERSITY	Policy Title:	Campus Lockdown Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 2
	Approval Date:	9/23/2020	Effective Date:	5/17/2023	Revision Date:

1. POLICY STATEMENT

There may be scenarios requiring the Kansas Health Science University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM) campus to limit access 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 KHSU-KansasCOM employees, students, and visitors.

4. DEFINITIONS

4.1 RAVE

RAVE Alert is a KHSU-KansasCOM mass notification system enabling Campus Security and Administrators to send instant messages concerning an ongoing emergency quickly and reliably and provide vital instructions and information concerning the emergency.


5. PROCEDURES

A directive to “lockdown” from Campus Security will be sent through the KHSU-KansasCOM RAVE emergency notification system. Carefully read or listen to the notification to ensure you understand the reason for the lockdown.

If the incident requires a “lockdown” due to an active shooter, please refer to the Active Shooter Policy and follow those procedures in lieu of this policy.

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 the lights.
- Turn cell phones to silent mode.
- Get out of the line of sight. 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 an official source announces that the emergency scenario is over.
- If you are directed by Campus Security or law enforcement to leave your secured area, assist others in moving as quietly as quickly as possible.
- Do not activate fire alarms.

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KHSU-KansasCOM employees are responsible for accounting for all students, employees, and visitors in their area to ensure that no one leaves the safe area. When the incident causing the lockdown has been cleared, an “all clear – lockdown is over” announcement will be made through the KHSU-KansasCOM RAVE emergency notification system. Employees must report missing individuals to the Executive Director for Facilities, Security & Administrative Services, and law enforcement.

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

- Assist with the announcement of the lockdown by using your voice.
- Assist with clearing people 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

- Active Shooter Policy
- Emergency Operations Plan (EOP)

7. CONTACTS

- Chief Financial Officer
- Executive Director for Facilities, Security, and Administrative Services