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Emergency [CODE RED] “Shelter in Place” Procedure

For the safety and protection of students, visitors, faculty and staff, a crisis on campus may require campus administrators to recommend all persons on campus to “**shelter in place**” in response to an emergency situation. This action would be necessary in situations where evacuation would not be appropriate and where the evacuation process could expose the occupants to an increased level of risk. For example, an armed intruder on campus would require that occupants lock themselves in and “**shelter in place**” rather than being exposed to the danger. Other situations where “**shelter in place**” could be recommended include but are not limited to severe weather warnings and certain medical and chemical emergencies. Time is critical in such a crisis and, once ordered, the “**shelter in place**” must be initiated as quickly as possible. The Emergency Management Team Executive (EMT) or Emergency Management Coordinator (EMC) shall order a “**shelter in place**” or “**CODE RED**” if deemed necessary and contact the appropriate outside resources (i.e. police, fire department, EMS, etc.) and inform the campus Chancellor and/or designee of the situation.

Notification of the need for sheltering in place will be communicated via the UH Alert system and by campus wide email, campus wide voicemail, siren notification, and verbally via campus security officers. It is extremely important that all faculty and staff assist with announcing the order for sheltering in place and help direct occupants into a room/building that can be secured.

When the announcement is made to initiate an emergency “**shelter in place**” or “**CODE RED**”, the following steps should be taken:

- All faculty and staff should direct all students and visitors to an area that can be secured. (Note: All classroom doors that are configured in such a way, as to allow the door to remain locked while occupied, should be locked at all times. This measure will allow the instructor or students to simply close the locked door and afford some protection for the occupant from a violent attacker.
- All doors into the area should be locked and/or barricaded.
- Instructors and students should move to the area of the room that places the greatest number of obstacles and most substantial barrier(s) (i.e. away from windows, doors, and behind filing cabinets, under desks, etc.) between you and the hazard (i.e. bullets, flying glass and other projectiles).
- If possible, close all blinds/drapes. Note: Normally the position of blinds and drapes for classrooms should be in the open position for security reasons.
- Turn off the lights.

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- Remain under lockdown until you have been officially advised that the crisis has been resolved.
- Once the lockdown has been cancelled, faculty and staff should assist with directing police, security, EMS, rescue teams, etc. to any injured persons in their respective area.