

IF YOU ARE INSTRUCTED TO:



Shelter in Place

- Stay inside or go indoors immediately if you are outside.
- Shut and lock all windows and doors.
- Silence electronic devices.
- Warn others of the threat when possible.
- Make a list of those present; prepare to notify others if requested.
- Remain calm and review evacuation procedures.
- Monitor official University emergency notification systems information for further instructions.
- Remain in place until an "all clear" or an order to evacuate is given.
- If evacuated, proceed to the evacuation zone.



Lockdown

- Seek shelter immediately in the nearest room.
- Lock or barricade room doors.
- Close and lock windows and close window shades.
- Turnoff the lights.
- Instruct everyone to remain silent and not to go into hallways.
- Silence electronic devices.
- Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible.
- Monitor official University emergency notification systems information for further instructions, or an "all clear" signal.

These are general guidelines that will help you to remember what to do in the event of a **Shelter in Place or Lockdown** event on campus, but each situation may present unique challenges. The most important aspect in both a **Shelter in Place or Lockdown** event is to put effective barriers between you and the threat.

The actions taken in the initial minutes of an emergency are critical. Plan ahead and know your options. If you become aware of an emergency before receiving an official alert, take action to make sure you are safe, and contact **emergency responders by dialing 911**, or by contacting **University of Redlands Public Safety at 909-748-8888**.

For more information please visit: [redlands.edu/publicsafety](https://www.redlands.edu/publicsafety)

In the case of an emergency please find updates here:

<https://www.redlands.edu/publicsafety/current-security-messages/>