

# MANSFIELD UNIVERSITY



**Lock Down  
Procedure**



# Overview

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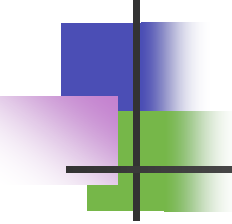
- Explain what is a lock-down.
- Who is responsible for locking the building in an emergency.
- Information Sources
- Explanation of door locking procedures
- Demonstration of locking/Unlocking Procedures.
- Termination of Lock-Down



# Lock-Down – What is it?

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- An emergency has been declared by the president or designee
- Used to protect the building occupants in the case of an emergency.
- **Prevents entry from unauthorized persons who may wish to do harm.**
- All occupants are to remain within the building in a safe location, unless a situation within the building requires escape.



# Lock-Down – Examples

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- Civil Unrest on campus or off
- Active violent situation on or near campus
- Weather emergency
- Other situation deemed appropriate by the president or designee



# Lock-Down – What it is NOT!

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- An slow, systematic locking of all doors on campus by the MU Police.
- The police will be busy securing a specific targeted area and not available to lock-down multiple buildings.
- Not limited to Buildings & Maintenance Staff



# Who is responsible for locking the building during a lock-down?

- Performed by building staff/occupants.  
Maintenance/Custodians/Clerical  
Faculty/Staff & Students
- **EVERYONE !**
- Do not wait !
- Once a Lock-Down is called, ALL buildings must be locked as soon as possible.

# Emergency Information

## Sources

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- Radio Broadcast on Maintenance/Security/Residence Life Channels
- Emergency E-Mail Alert
- System Broadcast Message-Voicemail
- MU Web Site Home Page Banner
- Campus TV Channel 10
- Campus Radio Station

# Additional Communication Resources -



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- Text Alert to Cell Phone
- IT take-over of remote PC's
- Campus Carillon system (Chimes)/voice message

# Explanation of door locking procedures



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- Know the door systems in your respective buildings.
- There are 5-6 different types of door locks on campus
- During a Campus Lock-Down ALL exterior doors must be locked.
- Consider barricading into a room with an interior hall lockable door.



# Types of Locks on Campus

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- Standard round knob with push button. (KEY)
- Round knob lockable from the “Hall” side only. (KEY)
- Paddle style handle (KEY)
- Deadbolt (KEY)
- Push “Down” style bar (HEX WRENCH)
- Push “In” style bar (HEX WRENCH)



# Demonstration of locking/Unlocking Procedures

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- When locking doors care must be exercised to assure the lock activates properly.
- **KNOW THE DOORS IN YOUR PRIMARY AREA!**
- Know where the key/hex wrench is located



# Hex Wrench Locations

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- Maintenance & Custodial Staff should have hex wrench available at all times.
- Locations being identified in each building for locating “emergency” hex wrenches for locking of the doors.



# How to Lock the Doors

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- For both “bar type doors” push down/push in.
- Pressure must be taken off of the internal spring mechanism to lock the doors by pushing the bar.
- Using the correct hex wrench turn the hex screw counter-clockwise to release the bar and lock the door.



# Termination of Lock-Down

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- By monitoring the campus communication systems a broadcast notice will be transmitted when the Lock-Down is lifted.
- Until that time remain in a safe location within the building.



# Summary

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- Lock-Down of buildings must occur as quickly as possible to reduce potential harm to occupants.
- Know the systems in your primary building.
- Stress the importance of remaining inside the building unless an emergency exists which requires immediate evacuation.
- Await further instructions and await the All Clear Notice



# More information

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- Contact EH&S office or Lock Smith for additional specific training or questions.
- EH&S - Jim Welch – x4906  
[jwelch@mansfield.edu](mailto:jwelch@mansfield.edu)
- Locksmith – Rich Alexander – x4309  
[ralexand@mansfield.edu](mailto:ralexand@mansfield.edu)