



## Lockdown/Shelter-In-Place Checklist

In some emergencies, it is safer to remain indoors than to evacuate. The decision to place a facility on lockdown is made by WDD's Department Emergency Coordinator, Safety Coordinator, and/or on-site management. Once a lockdown is ordered and depending on the type of emergency, some or all of the following actions should be considered.

Alerts and Notifications	
	Contact 9-1-1.
	Alert all building occupants inside and out.
	Notify department management/administration.
	Alert Security Guards.
	Alert employees who are off site and provide instruction regarding whether they should return to the building or report to a different work location.
	Call and/or email customers to cancel appointments and all planned meetings, if secure and able.
Physical Security	
	Lock all doors, windows, and blinds or any other openings to the outside, as appropriate.
	Adjust Security Card Access System, as necessary, if applicable.
	Place signage on exterior doors, if it is safe to post.
	Screen/vet anyone arriving after the lockdown prior to admittance into the building.
Employee Safety	
	Keep all employees inside the building until the emergency is over.
	Account for all employees and visitors.
	Assist employees with access and functional needs.
	Consider moving employees away from windows.
	Unless there is an imminent threat, instruct employees to advise emergency contacts.
Post Lockdown	
	The Department Emergency Coordinator, Safety Coordinator, or onsite Manager/Supervisor (when available), can give the "All Clear" notification to alert building occupants and department management/ administration that the lockdown has been lifted.
	Hold a debriefing session with employees.
	Offer counseling services, as needed.
	Unlock doors, remove signage and adjust Security Card Access System, as appropriate.
	Document incident and submit the "Workplace Violence Threat Incident <a href="#">form</a> ", as appropriate.

**Note:** Refer to the Emergency Action Plan (EAP) for additional information.