



Shelter-In-Place Protocol

Emergencies Call 404-880-8911 or 911

Shelter in place refers to staying indoors in a safe, secure location during an emergency. If you are outside, move into the nearest building to avoid potential danger and await further instructions. This action may be necessary during situations such as hazardous material incidents, severe weather events, or police emergencies.

Guidance for Specific Emergencies

Hazardous Material/Chemical Incidents

- If there is an outdoor chemical or hazardous material emergency, stay indoors and follow instructions provided through Clark Atlanta University's emergency communication channels.
- Close all doors and windows.
- Avoid using elevators.

Police Emergencies

- During a police emergency, you may be advised to shelter in place or avoid certain areas.
- Situations vary, and guidance may change as the incident evolves.
- Follow instructions from emergency personnel on the scene, and remain in a secure location until the situation is resolved.

Shelter-In-Place Guidelines

Finding a Safe Location

- Choose a room that can be locked or secured. If the door cannot be locked, consider using nearby furniture or objects to barricade the entrance.
 - Note if the door opens inward or outward.
- Avoid rooms with windows or glass walls if possible.
- Move to an interior room or space and head to the lowest floor if safe to do so.



In the event Active Shooter Situations

- Go to a location that can be secured and lock or barricade the door.
 - Note if the door opens inward or outward.
- Turn off all lights, silence cell phones, and remain quiet.
- Do not open the door until instructed by emergency authorities or until an “all clear” message is given.

Severe Weather Events

- Move to an interior room or the basement, if available, and put as many walls between you and the outside as possible.
- Stay away from windows and exterior doors.

Responding During Shelter-In-Place

- Stay calm and alert for updates.
- Keep your phone silenced but nearby to receive emergency alerts and updates.
- Listen for instructions from Clark Atlanta University Department of Public Safety or other emergency personnel.

Lockdown Protocol

During situations involving a direct human threat, a building lockdown may be implemented. In such cases:

- Exterior doors will be locked to prevent unauthorized access.
- Remain inside the building until an “all clear” is communicated by the Department of Public Safety.
- Building coordinators or supervisors may initiate lockdowns in the absence of direct instruction from Public Safety if there is an imminent threat.

Additional Instructions

During emergencies, the Clark Atlanta University Department of Public Safety will provide instructions through the University’s emergency communication channels. Updates may include shelter-in-place notifications, lockdown directives, or evacuation orders.

For more information or if you feel your safety is in jeopardy, contact Clark Atlanta University Department of Public Safety at **404-880-8911** or dial **911**