



# Lockdown

During some emergencies, it may become necessary to “Lockdown” a building or buildings on an Installation to protect lives and minimize the overall exposure to danger.

A Lockdown, similar to Shelter-in-Place (SIP), is a temporary sheltering technique utilized to limit exposure to a threat, such as an Active Shooter incident. It is the immediate movement or removal of all personnel from the outside to inside structures. When alerted, occupants of any building within the subject area will lock all doors and windows, barring entry or exit to anyone until the “all clear” has been sounded. This procedure converts any building into a large “Safe Room.” A Lockdown can last from a few minutes to several hours, depending on the situation.

## How to Prepare

### Stay Informed

- Learn the emergency and lockdown procedures for the buildings in which you work and visit regularly.
- Understand how lockdown procedures are initiated and alerts are broadcast.
- ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations’ ability to rapidly provide emergency information and changes to the base’s operating status during

non-working hours and wherever you are.

- Educate yourself about how to prepare for and what to do during an Active Shooter incident.
- Know who to notify and what you should do if loud “pops” are heard and gunfire is suspected.

### Make a Plan

- Determine where you would seek refuge during a Lockdown.
- Create a lockdown plan that includes a plan for non-verbal communication with emergency personnel, your chain of command, and loved ones.
- Make a contact card with important numbers and email addresses.
- Practice lockdown procedures and reassess and modify your plan if any issues arise.

### Build and Store a Portable Kit

- Build a small portable emergency supply kit that can be kept at your office.
- Include water, comfortable low-heeled shoes, granola bars or other non-perishable food, your emergency plan and contact card, and any medications you may need.



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## How You Will Be Notified

Marine Corps Installations (worldwide) use the Marine Corps Mass Notification System (MCMNS) as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- **Giant Voice (GV)**—A voice announcing system using exterior speakers, commonly termed “Giant Voice”
- **Interior Voice (IV)**—Interior speakers or sirens within individual buildings
- **Enterprise Mass Notification System (eMNS)**—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers

NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.

## What to Do During a Lockdown

- Follow instructions of first responders.
- Remain calm, and do not pull or respond to the fire alarm unless instructed to do so by official law enforcement personnel.
- If not in your typical surroundings, seek refuge in a building or room that locks.
- Lock all doors and windows. Barricade the door, if possible, and do so quickly.
- Turn off all lights.
- If safe to do so, turn off gas and electric appliances or equipment.
- STAY AWAY FROM ALL DOORS AND WINDOWS, and find a hiding place that provides protection and concealment.
- Silence phones and remain quiet.
- Comfort, reassure, and quiet any companions who are nervous.
- Do not permit entry or exit until the “all clear” has been given by official personnel.
- Enact your non-verbal contact plan to provide your status and location to emergency personnel, your chain of command, and loved ones.
- If gunshots are heard, and escape is ill advised, lay on the floor, using heavy objects such as tables, desks, or filing cabinets for protection.
- If outdoors, move as far away from any building where a threat is present and enter the nearest safe building. If there are no buildings, lie near or hide behind trees or walls, and listen for emergency personnel instruction and/or Giant Voice alerts.
- For Active Shooter incidents, DO NOT CALL ANY BUILDING WHERE THE INCIDENT MAY BE TAKING PLACE. Phone calls to anyone inside the building under threat may endanger them, draw undue attention toward the ring, and give away hiding locations.
- Stay in your safe area until emergency personnel has opened the door.

## What to Do After a Lockdown

- Once an “all clear” has been given, you may leave your safe zone.
- Follow any instructions and answer questions from law enforcement officials.
- Be prepared to muster.
- Supervisors or designated representative should take a head count and ensure all personnel are accounted.