

# SECURE
## Get Inside, Lock Outside Doors.

### SECURE
### GET INSIDE, LOCK OUTSIDE DOORS.
The Secure Protocol is called when there is a threat or hazard outside of the campus buildings. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the vicinity, Secure uses the security of the physical facility to act as protection.

### PUBLIC ADDRESS
The public address for Secure is: “Secure! Get Inside. Lock outside doors” and is repeated twice each time the public address is performed.

“Secure! Get Inside, Lock outside doors.
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### MASS NOTIFICATION
Where mass notification is used in lieu of public address, the message should be similar to “Secure! Get inside. Lock outside doors.” Or it may include a single building name or portion of the campus.

### ACTIONS
The Secure Protocol demands bringing people into a secure building, and locking or monitoring all outside access points.

Where possible, educational activities would continue uninterrupted. Events and classes being held outside would be temporarily abandoned and people brought into the nearest building until the situation is resolved.

There may be occasions when people expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be discouraged.

During the training or orientation, it should be emphasized to students and staff that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

### INCIDENT COMMAND SYSTEM
The Incident Command System should be initiated.

### MONITORED ENTRY
When there is a perceived threat but it’s not immediate, anyone entering the building is monitored if there is staff to do so. Since colleges and universities have people moving through the buildings frequently, this may be challenging. People moving between buildings or going to a parking lot might be escorted with a heightened awareness.

### RESPONSIBILITY
Depending on the building, staff who have a permanent workspace there may be required to lock access points. People assigned "Primary Responsibility" for a "Secure Zone" should be identified in advance and should actively drill the protocol. A Secure Zone may include doorways, windows, loading docks, and fire escape access points. The assigned staff is designated as having "Secure Duty."

Assign someone to attach the Secure posters, outfacing, to building entry doors to alert people of the Secure condition.

### REPORTED BY
Secure is typically reported by emergency dispatch to the school office. Office staff then invokes the public address and informs administration.

It may also be reported by students, staff or teachers if a threat is directly observed outside of the building.

### PREPARATION
Identification of perimeter access points that must be locked in a Secure event defines the perimeter. Logical areas, building wings or other access point groupings define individual “Secure Zones” within the perimeter.

Some colleges may have campus perimeters in addition to building perimeters, such as gates and fences. There may be conditions where the campus perimeter would or would not be affected by Secure.

Individual Secure Duty Checklists should be created for each person assigned with either Primary or Secondary Secure Duty.

Consider different levels of training for full-time staff, adjuncts, contractors and students. Each group has a different level of responsibility and knowledge regarding the campus. For example, resident assistants in dorms will have different types of training responsibilities and concerns than an instructor. Contractors providing daily services will need to be trained along with staff for the best outcomes.

### DRILLS
Secure drills should be performed at least twice a year and should include full-time staff, adjuncts, contractors and students. At least one should be performed while outdoor activities are in progress.

### CONTINGENCIES
There may be physical attributes to the campus that mandate special handling of a Secure event. An example would be a campus where modular buildings are present. If the modular building cannot be secured, it may be best for people to Evacuate to a securable building. Listen for specific additional directives.

If, during a Secure event, an additional hazard manifests (i.e.: fire, flood, hazmat), then additional directives will be given for the appropriate response.