

LOCKDOWN RESPONSE PROCEDURES
at First Unitarian Universalist Society of Burlington
(drill or real) on a Sunday during services

If “LOCKDOWN” is announced via the intercom (i.e. “This is a lockdown drill.” or “We are in a lockdown situation), indicated by flashing blue lights*, or both, hide yourself as best as you can, and remain as quiet as possible. The conclusion of the drill will be noted by announcement via the intercom, or the cessation of flashing blue lights, or both.

Depending on your location within the Meetinghouse, or on the grounds, please adhere to the following protocol:

1. SANCTUARY: During a **lockdown drill**, those present, including those with mobility or sensory challenges, should remain in place. During an **actual lockdown**, those present (as ability allows) should lie down in pew, or on the floor between pews if possible. Those with mobility or sensory challenges should remain in place. All, regardless of a drill or actual situation, should remain quiet and still.
If, during a lockdown or lockdown drill, the fire alarm sounds, DO NOT evacuate unless administration or law enforcement direct you to do so, or you detect an actual fire.
 2. ELSEWHERE IN THE MEETINGHOUSE: move to the closest closet or room and:
 - a. lock the door from within if the door is equipped with a lock.
 - b. lower any blinds
 - c. turn out lights
 - d. move away from door
 - e. remain quiet
 - f. call or text 911 (if feasible and the lockdown is real)
 - g. remain in place until directed otherwise by Administration or Law Enforcement
 - h. If, during lockdown, the fire alarm sounds, DO NOT evacuate unless:
 - i. Administration or law enforcement direct you to do so, or
 - ii. you detect an actual fire
 3. IF YOU ARE WITH A GROUP OF CHILDREN:
 - a. go with them into a lockable room and follow directions (2) above.
 - b. have children “hide” as much as possible so as to be outside direct lines from doors and windows
 - c. tell them to remain quiet
 - d. NOTE: The majority of school-age children are familiar with lockdowns. You can tell them this is like “serious hide and seek” and/or “There is a skunk/moose outside.
 4. IF YOU ARE OUTSIDE:
 - a. Proceed down Church Street to the Burlington Town Center Mall. Do not return to First UU until/unless authorities tell you it is safe to do so.
- *Blue strobes, a silent means of communicating a lockdown emergency, are located in the Sanctuary, Susan B. Anthony Room, Whitney Young Jr. Room and at each end of the Community Room.*

