

The Aerospace Corporation

Emergency Procedures Quick Reference Guide



Lockdown

IN THE EVENT OF A LOCKDOWN (TWO TYPES):

- **Intruder lockdown** - A threat or intruder is inside the building or inside an Aerospace facility
 - A notification for employees to “LOCK-DOWN” may be sent by various communication means (PA speakers/Giant Voice, AeroElerts, or from Security Officers)
 - Evaluate your situation and decide to Run, Hide, or Fight
 - Stay away from doors and windows
 - Move from hallways into rooms
 - Assist those with access and functional needs
 - Turn off lights, close window blinds, and silence cell phones
 - Block door with furniture
 - Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder)
 - Follow specified protocols if evacuation is initiated by law enforcement personnel
 - If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible
- **Police Activity lockdown** – A threat or intruder is outside the building or outside Aerospace facility, but near Aerospace facility.
 - All entry doors to the site will be closed, locked, or barricaded, if possible
 - Message(s) will be sent out to employees with information and/or instructions