



Institute of
Culinary Education
EST. 1975

Shelter In Place (Lockdown) Procedure

Situations That Require In Place Shelter

- **Stranger in or near the building**
- **Presence of a Person who is (possibly) armed**
- **Person who is behaving erratically in or near the building**
- **Demonstrations outside the building**
- **Violent Weather**

Please take note the building PA system is the primary mode of communication during emergency procedures.

1. The decision to execute Shelter in Place (Lockdown) procedure will be made by NYPD/NYFD in conjunction with the landlord's Fire Safety Director.
2. Communication will be maintained through the landlord information system and direction of floor Fire Safety Warden and marshals.
3. Faculty member or senior staff member and/or fire marshal on duty will quickly view the hallways and bring in any stray students, staff, or guests into their offices or classroom.
4. All floor fire marshals, faculty and senior staff will ensure all entrance ways are secured, close all shades/blinds, close all windows and turn out the lights.
5. Floor fire marshals, faculty, and senior staff will use their personal cell phones, if available, only if medical assistance is needed. It is important that classroom and office lines be kept open for emergency use only.
6. Only law enforcement officials will notify or direct ICE to end Shelter In Place.