

GUIDANCE ON Classroom Lockdown Buttons



THE GEORGE
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Classroom lockdown buttons are used to lock classroom doors in an emergency (e.g., an active shooter situation). The buttons allow an individual to immediately lock classroom doors that have GWorld card readers. Classroom doors must be closed for the lock to operate.

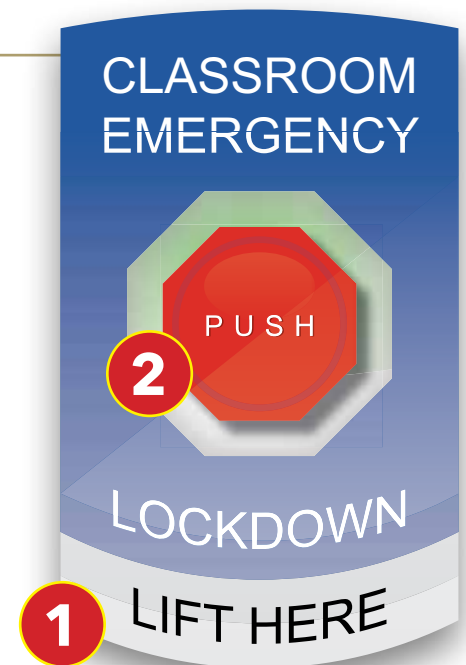
The majority of GW's classrooms are equipped with lockdown buttons, which are **typically located near the front of the room adjacent to the podium.**

Activating the Lockdown Button

- 1 Lift up the plastic casing
- 2 Push the red button

Once activated, the green light above the button will turn red. Classroom doors that are closed are now locked.

Note: Occupants may leave the room at any time, but only emergency personnel can enter the room. If you leave the room, you will not be able to reenter. Have a plan or escort before leaving the room.



What to Expect after Activation

- **When a lockdown button is activated, GWPD is immediately notified** and will begin to investigate. Classroom access is restricted to emergency personnel only.
- **GWPD officers will respond**, assess the situation and take appropriate action.
- **Consider any necessary actions** given your specific situation (e.g., silencing cell phones).

Note: Lockdown buttons do not communicate by phone with GWPD. If you need to provide information in an emergency, call 911.

Action Item

- ✓ Consider having a **discussion with your class** about the **location and use** of the lockdown button at the beginning of the semester.

More Information

For more information, contact GWPD at gwpd@gwu.edu or **202-994-6110**.