

LONG ISLAND BUSINESS INSTITUTE (LIBI)

LOCKDOWN DRILLS

INSTITUTIONAL ASSESSMENT

1. PURPOSE:

The purpose of the lockdown drills was to test the planning process and the procedures developed in the event of an internal or external threat to the school community.

2. PLANNING:

A lockdown policy was developed by the Director and faculty of the Homeland Security and Security Management program. This policy highlighted the requirements for a lockdown drill; the overall process involved in a lockdown or lockdown drill; and the roles and responsibilities of faculty who would be teaching a class at the time of an actual lockdown or lockdown drill; non teaching faculty and staff personnel; and students. The policy was distributed via email to all faculty and staff. Each location was also inspected to determine "secure" rooms which would be utilized in the vent of an actual lockdown or drill. Handouts detailing roles and responsibilities, the location of secure rooms on each floor of each campus, and a feedback form were developed for distribution to each audience. Once a time and date was determined for each of the three locations, this information was communicated via email to each faculty and staff member. On the day of the drill, Homeland Security and Security Management members briefed each faculty member and each staff person who would be present during the drill timeframe and distributed handouts outlining their responsibilities during a lockdown. Email and text messages were also developed to alert the community to the initiation of the lockdown drill.

3. EXECUTION AND RESULTS:

A. Commack Campus – The drill for this campus was initiated in late afternoon. Professor Brendan Keane conducted the drill. Faculty, staff and students responded quickly and effectively to the announcement of "Drill, drill, drill, lockdown, lockdown, lockdown. Within 30 seconds all personnel were located in secure rooms. All rooms were locked and lights were off. No one was visible. The only incorrect behavior during the drill was in one room where the students responded vocally to an attempt by the "intruder" to gain access to their room. This was immediately corrected. Faculty and staff behaved responsibly and students reacted well to their instructors' directions. The "All clear" procedure was responded to correctly. Overall, the staff, faculty and students of the Commack Campus performed correctly and effectively.

- B. Flushing Campus (Main Building) - The drill for this campus was initiated in early afternoon. Professors Colt and Keane conducted the drill with assistance from Homeland Security students. The drill covered all three floors of the campus simultaneously. Faculty, staff and students responded quickly and effectively to the announcement of "Drill, drill, drill, lockdown, lockdown, lockdown." Within 30 seconds all personnel were located in secure rooms. All rooms were locked and lights were off. No one was visible except two personnel who had been in restrooms at the initiation of the drill. Faculty and staff behaved responsibly and students reacted well to their instructors' directions. No incorrect behaviors were noted during the drill. Overall, the staff, faculty and students of the Flushing Main Campus performed correctly and effectively.
  
- C. Flushing Campus (Annex Building) - The drill for this campus was initiated in early evening. Professors Colt and Keane conducted the drill. Faculty, staff and students responded quickly and effectively to the announcement of "Drill, drill, drill, lockdown, lockdown, lockdown." Within 30 seconds all personnel were located in secure rooms. All rooms were locked and lights were off in all but one room. One faculty member left lights on in the lecture room and students were visible in that room. Immediate corrections were made and the faculty member advised of the correct procedure. During the "All clear" process one faculty member opened the classroom door before advised to do so. The instructor had heard the "All clear" given to another room and reacted to that announcement. The instructor was advised of the correct procedure. All staff personnel and the faculty in all other classrooms performed correctly and effectively.

#### 4. OVERALL ASSESSMENT:

- A. Faculty, students, and staff, with minor exceptions, were prepared for the initiation of the drills in each location and conducted themselves according to the procedures briefed and distributed to them.
- B. During the planning process several rooms were identified that had broken locks. These will be repaired in the short term.
- C. Overall, the policy and procedures developed were effective in planning and conducting the lockdown drills.

#### 5. FUTURE PLANS:

- A. Drills will be scheduled during the next year so that all periods of LIBI's scheduled classes (days / times) and instructor schedules will conduct a "lockdown drill".

- B. Feedback from faculty and staff will be reviewed and reflected in future versions of the lockdown policy and procedures.
- C. The “All Clear” procedure needs to be revised to ensure that no instructor fails to adhere to it.

#### 6. TIMELY WARNING PROCEDURE:

The amount and type of information that LIBI discloses in a “timely warning” report will vary depending on the circumstances of each case. In general, whenever a report of a violent crime against a person or a major crime against property on campus is received by LIBI’s administration that is determined by the President or the Dean of Administration to represent an ongoing threat to the safety of the campus community, the President’s Office will issue a Campus Crime Alert. The alerts will be sequentially numbered, beginning January 1 of each year, and should include the following details of the crime, if available:

- A succinct description of the incident.
- A physical description of the suspect, including gender and race.
- Drawing or picture of the suspect, if available.
- Apparent connection to previous incidents, if applicable.
- Race of the victim, but only if there was an apparent bias motive.
- Sex of the victim, if relevant.
- Injury sustained by the victim.
- Date and time the campus crime alert was released.

LIBI’s Timely Warning Drill was completed Thursday, September 23, 2010. A Campus Crime Alert was issued at 1:15pm. A text and e-mail message went out to the community at 1:18pm. The emergency website message went up at 1:20pm, 5 minutes after the emergency drill was announced. For the full report outlining “timely warning” and emergency procedures can be found on LIBI’s website under the LIBI Campus Security tab.