



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

OCOM Policy & Procedure

Policy #D020

Orlando College of Osteopathic Medicine

Policy Order Number: D0020

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DEAN APPROVED: August 26, 2025

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Dean & Chief Academic Officer

Campus Lockdown Policy

1. POLICY STATEMENT

There may be scenarios that require the Orlando College of Osteopathic Medicine (OCOM) campus to limit access to respond to an emergency situation.

2. PURPOSE

The campus lockdown policy aims to minimize accessibility to rooms and buildings on campus to reduce the risk of injury or danger.

3. APPLICABILITY

All OCOM employees, students, and visitors.

4. DEFINITIONS

N/A

5. PROCEDURES

A directive to “lockdown” the campus may be received through the emergency notification system - Alertus. Fully read or listen to the message to ensure you understand the reason for the lockdown.

Upon receiving a directive to “lockdown”:



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- Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
- Close and lock all doors and windows where you are. Do this quickly to minimize sound and movement. Do not let anyone else into your room once you close and lock it unless you can do so with a high degree of certainty that you will be safe.
- If you are in a space that cannot be secured, such as hallways or common areas, find a lockable room and stay there until law enforcement officers or school officials direct you to move.
- Turn off lights.
- Turn cellphones to silent mode.
- Get out of the line of site. This may require you to get up against an interior wall perpendicular to a door window.
- Remain quiet, calm, and still.
- Remain under lockdown until told from an official source that the emergency scenario is over.
- If you are directed by police to leave your secured area, assist others in moving as quietly as quickly as possible.
- Do not activate fire alarms.

OCOM employees are in control and responsible for students and visitors during a lockdown. Employees are responsible for accounting for students and ensuring that no one leaves the safe area. When the scenario causing the lockdown has been cleared, an “all clear – lockdown is over” announcement will be made through the campus Alertus emergency notification system.

Other items to consider, only when certain you can do so safely:

- Assist with the announcement of the lockdown by using your voice.
- Assist with clearing persons from hallways and other exposed areas and direct them to safety.
- Barricade doors and place paper over door windows.

These are general guidelines. Each emergency scenario is unique and may require changes as events unfold.

6. RELATED DOCUMENTS

N/A

7. CONTACTS



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- Dean/Chief Academic Officer

**In accordance with the Clery Act and the U.S. Department of Education regulations applicable to colleges and universities participating in federal financial aid programs, OCOM shall annually publish a security report containing OCOM's policies related to safety and security and required crime statistics and distribute the report to all current students, employees, and the public through a public link on OCOM's website. This report of comprehensive security information will be posted at ocom.org/security.

This policy shall be posted at ocom.org/policies.