

General Classroom Safety Tips

- Become familiar with areas surrounding your classroom and office.
- Locate two stairwells close to your classroom and office to be used during an evacuation.
- Plan how you and your students will exit the building in an emergency.
- Report suspicious behavior to police.
- Know the location of safety features near your classroom, such as a fire extinguisher or call-box.
- Keep your classroom door closed at all times. Propping the door open will hinder security.
- Be sure to take all your valuables when leaving the classroom, even for a short time.
- Do not leave keys, electronic access devices, or unlocked computers unattended.
- Immediately report any maintenance deficiencies that may compromise safety or security.
- Report all suspicious activity, injury, or hazard to UHD Police as soon as possible.
- Enforce all applicable safety practices and procedures developed by your department and Environmental Health and Safety.

All 9-1-1 calls involving UHD are routed through Greater Harris County 9-1-1 District to UHD.

UHD Police: **713-221-8911**
Non-emergency: 713-221-8065
Medical emergency: **9-1-1**

Other UHD important numbers:

Environmental Health & Safety: 713-221-8040
Emergency Management: 713-221-8004
Facilities Management: 713-221-8026
IT: 713-221-8400
Student Affairs: 713-221-8100
Student Counseling: 713-221-8121
Student Conduct: 713-221-8056
Disability Services: 713-226-5227
Employee Assistance Program: 713-500-3327

Report concerning, disruptive or problematic student behavior to the Behavioral Intervention Team (BIT).

www.uhd.edu/academics/student-affairs/bit/

Visit UHD Emergency Information web page for guides, training videos and other resources.

<https://www.uhd.edu/administration/emergency-management/>



July 2017



Classroom Lockdown & Notifications

University of Houston—Downtown
Office of Emergency Management
One Main Street, Suite 910-S
Houston, TX 77002

EMERGENCY

On-Campus Emergency: 713-221-8911
On-Campus Non-Emergency: 713-221-8065

Classroom Lockdown System

The Classroom Lockdown System uses electronic access to provide instructors with the means to immediately lock all entrances to the classroom without moving far from the teaching podium. The classroom system uses a pushbutton for activation and an LED light to indicate status.

Located within a few feet of the podium is a **YELLOW/RED** pushbutton mounted on the wall. Room status is indicated by an LED light mounted to the ceiling.



When the RED pushbutton is pressed, the door's electronic lockset will go into "locked" mode and cannot be opened via a hallway card or fob. An audible alarm is sounded in UHD Police Dispatch and a message is displayed on the dispatcher's screen indicating the specific room that triggered the lockdown action. Police officers will be immediately dispatched to the room/area indicated with the expectation that a serious situation is unfolding. **No entry** can be made from the hallway unless UHD Police Dispatch remotely overrides the control system or a metal building key is used to gain entry. Occupants of the room can **always exit**.— at no point will they be locked in.

Electronically accessed rooms can also be placed in lockdown mode immediately by UHD Police Dispatch. An individual room, entire floor or building can be locked down.

Classrooms installed with the lockdown system will have an LED light mounted to the ceiling indicating status as described below:

- ◆ Room is unoccupied and locked—the LED light is OFF.
- ◆ Room is unlocked, occupied and operating normal—LED light is GREEN
- ◆ Room has been placed in lockdown mode by police or by instructor—LED light is RED.

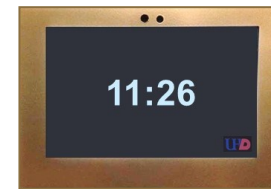


If an instructor sees the LED light change from GREEN to RED, the instructor should assume that a broader lockdown is in progress. Pushing the RED button after a broader lockdown is in progress will not impact door security.

NOTICE: To be effective, the door must be completely closed.

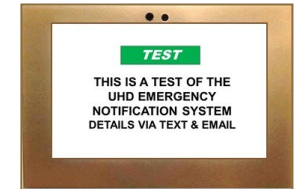
Alerts and Notifications

Alerts and notifications are published by UHD Advancement and External Relations in a variety of modes, including the Classroom Notification System.



Classroom Tablet
General display
mode

Classroom Tablet
with message



The general display has a black background with current time displayed in white and refreshing every 60 seconds. When an alert or notification is posted, the screen will switch to a white background and emit a tone. The displayed message will be short, guiding the viewer to text and email alerts for more details.

In addition to classroom notifications, text messaging, and email, UHD Advancement and External Relations publishes alerts and notifications via:

- UHD Homepage
- Digital Signage
- Social Media (Facebook and Twitter)
- Emergency Telephone Message
- Blackboard
- Local TV and radio