# Capitol Campus Facility Security Level Definitions

The safety of employees and the public are paramount for the Capitol Campus. The Department of Enterprise Services Capitol Security & Visitor Services (CSVS) and the Washington State Patrol (WSP) are committed to protecting campus tenants, employees and visitors. CSVS or the WSP may enact restricted access to buildings or lockdowns when threats are reported or being investigated.

The following are definitions for Capitol Campus facility security levels, along with information about each level.
   ➢ **Important: At any security level, if you see or hear an active threat within your location - utilize your Run, Hide, Fight training.**

## Normal Operations – Security access controls are normal as defined by the individual facility operations.

## Public Access Restricted – Exterior doors will be locked, but employee badges will still work to gain entry to the building.
*Key things to remember:*
   1. Do not use your badge to let non-employees into the building, and be vigilant for people who try to enter behind you.
   2. You may conduct business as usual inside the building.

## All Access Restricted – Exterior doors will be locked and employee badges **WILL NOT** work.
*Key things to remember:*
   1. Employees inside building may carry on business as usual, but should maintain increased vigilance.
   2. Employees who are outside **WILL NOT** be able to enter the building.
   3. Do not let others into the building – even fellow employees.
   4. If you are outside when the building is locked, go to a safe location away from the campus. When safe, alert your supervisor or coworkers of your location.

## Lockdown – All exterior **and** designated interior doors will be locked and employee badges **WILL NOT** work.
*Key things to remember:*
   1. People in the building need to go to a concealment room and restrict movement. Employees who are outside **WILL NOT** be able to enter the building.
   2. Do not let others into the building – even fellow employees.
   3. Stay away from windows and be vigilant.
   4. If you are outside when the building is in Lockdown, go to a safe location away from the campus.
   5. When your building is released from Lockdown, alert your supervisor or coworkers of your location.

## Alert and update information

Situations in which there is a potential threat can be unpredictable and evolve quickly. The WSP and CSVS are committed to alerting you as quickly as possible. The following are *the official sources of security alerts and security status updates for the Capitol Campus*:
   • Campus Alert (sent via WA Agency Alerts SMS/Text Message)
   • WA State Patrol twitter feed - @wastatepatrol
   • Washington State Capitol Campus Emergency Alert twitter feed - @wsccea
   • Washington State Capitol Campus Emergency Alert Facebook page