CCCC Lockdown Procedures

Purpose

Minimize accessibility to the building(s) and rooms on the campus/site to reduce the risk and protect the occupants from injury or danger who are in the vicinity of an immediate threat. This procedure should be used when it may be more dangerous to evacuate than stay locked inside.

Notification

Campus security will utilize radios, the Cougar Alert notification system, Alertus desktop notification system and call boxes to send out emergency notifications. Notifications may also originate from emergency personnel should there be a threat in the neighborhood directly adjacent to your location.

Once a lockdown has been declared, faculty/staff become responsible for their students/visitors and should follow the Run, Hide, Fight response. Students without faculty/staff must be directed to the nearest occupied classroom/office

Lockdown Steps

Campus Security/Administration members will contact 911 and advise them of the emergency situation and of the lockdown. Occupants not already in a classroom must move immediately to the nearest open room that you feel safe in and secure the door.

- Once the doors are locked, **do not open the door for anyone!** Lock and barricade the room you are in
- Turn off the lights, close blinds where possible
- Stay away from windows and doors
- Stay low to the ground and instruct everyone to remain calm and quiet
- Cell phones should be placed in silent mode. No phone calls/texting should be made that are not essential!
- Do not let anyone leave the secured room until notified by Campus Security/Administration member of responding Emergency Personnel
- **DO NOT** open the door unless you are sure that Campus Security/Administration member or Emergency Personnel are at the door
- If a fire alarm is activated during an Active Shooter lockdown and you do not see flames, remain where you are and await further instructions from Campus Security/Administration member or Emergency Personnel

- Emergency Responders must initially consider everyone as potential threats. It is very important that everyone follows the instructions given by the responding LE officers at all times to avoid harm to themselves. Once the “All Clear” has been given, LE officers may require individuals to remain available for questioning following the lockdown
- If outdoors immediately seek nearby shelter, e.g. large trees, vehicles, walls, etc. and wait for additional instructions. Do not attempt to go into a building, it may be locked and you will not be able to enter the building or may be where the active shooter is
- The first officers to arrive on the scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.
- Until the rescue teams arrive, treat the injured and assure them help is on the way.
- If you have decided to RUN, once you have reached a safe location you will likely be held in that area by law enforcement until the situation is under control and all the witnesses have been identified and questioned. Follow all instructions of the Law Enforcement Officers and do not leave the area until Law Enforcement Authorities have instructed you to do so.