



EMERGENCY SAFETY PROCEDURES

Safety Hold Lockdown

A lock down procedure will be used in an attempt to minimize the risk of violence and increase the safety of students, employees and guests by restricting access and visibility by a threatening person or event internal or external to the college.

Students, staff, and faculty must report threatening activities to campus safety by calling 911. Students, staff and faculty who have reason to believe that there is an imminent threat of violence that could result in loss of life or serious injury are encouraged to take independent protective action. The Director or Manager on duty will determine when to initiate a lock down or evacuation of one or more campus buildings when there is a clear and imminent threat.

1. During a Lockdown the administrator or designee will announce the Lockdown and give instructions, dial 911, and direct all students, staff and identifiable visitors into the nearest lockdown classroom or secured space.
2. Lock classroom doors, turn off classroom lights, move away from windows, stay down on the floor.
3. Discourage use of cell phones. Keep out of sight.
4. Do not respond to anyone at the door unless an "All Clear" has been announced.
5. Teachers should take immediate action to account for and document all students present (both at beginning of incident and at conclusion of incident).
6. Document all actions.
7. Parents will not be allowed to pick up students.
8. No announcements will be made until after an "All Clear" is given.

Safety Hold/Hall Check

1. During a Safety Hold the administrator or designee will announce the Safety Hold and give instructions.
2. All students and staff remain inside the facility.
3. Teachers should take immediate action to account for and document all students present (both at beginning of incident and at conclusion of incident).
4. Manager must immediately notify Campus Director.
5. Ensure all exterior doors and windows are closed and locked.
6. Lock all external school doors; clear all areas that cannot be secured (hallways, restrooms, etc.).
7. Teachers should keep students away from windows, and prohibit the use of cell phones.
8. Document all actions.
9. Continue classroom instruction.
10. All movement stops until all clear is given or by announcement.
11. No announcements will be made until after all clear is given.

ACTIVE SHOOTER EVENTS

How to Respond when an Active Shooter is in your Vicinity

Run

- Have an escape route and plan in mind Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible Call 911 when you are safe.

Hide

- Hide in an area out of the active shooter's view. Each campus location has designated classrooms that can be locked for hiding purposes.
- Block entry if possible.
- Silence your cellphone and/or pager.

Fight

- Take action as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.
Call 911 when it is safe to do so

How to Respond when Law Enforcement Arrives

- Remain calm and follow the officers' instructions.
- Put down items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as attempting to hold onto them for safety.
- Do not stop to ask officers for help or direction when evacuating.

Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter.
- Number of shooters.
- Number and type of weapons held by shooter(s).
- Number of potential victims on location.

Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- Attempt to take the active shooter down as a last resort.