

Three Rivers Community College

EMERGENCY ACTION PLAN

21. LOCKDOWN PROCEDURES

At times a life-threatening, hostile or hazardous situation may arise on or near Three Rivers Community College requiring the implementation of a **lockdown**. Such a procedure exists to protect human life and property and makes resolution of a threatening situation easier for law enforcement agencies.

Definition

A "lockdown" is a temporary "sheltering-in-place" technique utilized to limit exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions given by administration officials and appropriate law enforcement officials.

Example of a life-threatening or hazardous situation includes, but is not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus
- Execution of a high risk search or arrest warrant of a potentially dangerous suspect
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Inclement weather (e.g.: ice storm, tornado in close proximity to campus, etc.)

Lockdown Procedure

Due to the varying scenarios and situations that might occur on or near campus and the dynamic nature each scenario presents, it is imperative for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by a designated administration official (e.g.: President, Dean of Administration, Dean of Students or Campus Security), the following procedures are to be implemented immediately if the incident is in your vicinity or occupants do not believe they can safely flee from the building:

1. Active Shooter on Campus:

If you witness or hear gunfire on campus, seek concealment immediately. Call 911 and report the gunfire to Campus Security at extension 55555 if able. Remain in your concealed location until the situation is declared safe by Law Enforcement Officials or Campus Security. Be prepared to provide the following information if known:

- Exact location of the incident and if the suspect is still shooting.
- Condition of the victim(s) and the number of victim(s).
- Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired.
- Type of weapon used (handgun, rifle, etc)
- Direction of travel or location of the suspect.
- Anything you may have heard the shooter say

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A. Classrooms/Laboratories and Work Areas:

If you are in a classroom/laboratory or work area when you hear gunfire, immediately do the following:

- Secure the door by locking it. If you don't have a key, wedge a door stop and/or other material against the door to prevent the shooter from opening the door.
- Turn off the lights and close the blinds. If possible, cover the window in the door to prevent someone from seeing into the room.
- Move away from the door and out of sight of the door.
- Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
- Turn off all cell phones or set them on silent mode so that the suspected shooter cannot hear them. Use one phone to quietly call 911 and Campus Security (ext. 55555) to notify them of gunfire and give them your location and the number of the cell phone that you are using.
- Remain in your concealed area until local law enforcement, Campus Security or their designee tell you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by the respective Dean or by the President.

B. Hallways and Other Open Areas Indoors or Outdoors:

If you are in a hallway or other open area when you hear gunfire, immediately do the following:

- If you are indoors, seek concealment in an open room or behind a substantial object.
- Do not expect those in barricaded rooms to open the room to admit you because they have no way of knowing that you are not the suspected shooter.
- If you are out-of-doors seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus because this makes you a visible target.
- If you spot the suspected shooter, call 911 and provide:
 - Exact location of the incident and if the suspect is still shooting.
 - Condition of the victim(s) and the number of victim(s).
 - Brief description of the clothing worn by the suspected shooter(s), vehicle description, direction of shots fired.
 - Type of weapon used (handgun, rifle, etc..).
 - Direction of travel or location of the suspect.
 - Anything you may have heard the shooter say.
- Remain in your concealed location until local law enforcement, Campus Security or their designee tells you it is safe to leave.
- Do not speak with the media following the incident until cleared to do so by the respective Dean or by the President.

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2. **Serious Crime Occurring or Committed in Close Proximity to Campus:**

- Specific instructions/actions to be taken will be based upon the specific crime or incident that is or has recently occurred, and will be disseminated by the appropriate means to the campus community.
- The actions listed under Active Shooter on Campus above may apply, but will ultimately be determined by Administration and Security. It is critical for everyone subject to a lockdown to follow instructions of Law Enforcement Officials, Campus Security or designated Administrative Officials.

3. **Inclement Weather-Related Incident:**

- Specific instructions/actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.