LOCKDOWN PROCEDURES

Given when an incident or situation calls for a specific area of campus to be secured.

Example: Active Shooter

ADMINISTRATOR RESPONSIBILITIES

• Signal with announcement that a LOCKDOWN IS IN PLACE. CALL 9-911
• Ensure emergency personnel have been notified
• Monitor situation and communicate with college officials.
• Activate ALL CLEAR when resolved.

FACILITY MANAGEMENT RESPONSIBILITY

• Close and lock building exterior doors

FACULTY/STAFF RESPONSIBILITIES

• Students are to be cleared from the hallways immediately and to report to the nearest available classroom.
• Assist those needing special assistance.
• Close and lock classroom/office doors and windows.
• Direct students and staff to the floor if gunshots or explosions are heard.
• Turn off lights.
• Stay away from doors and windows out of the line of sight.
• BE QUIET.
• Silence cell phones.
• Be prepared to remain in lockdown for extended period.
• Wait for further direction from emergency personnel, or Administrator.
• Do not attempt to leave a safe area until given ALL CLEAR by police officials or Administrator.
ACTIVE SHOOTER/HOSTAGE

Follow these procedures within the building whenever a person:

- Has a weapon
- Says they have a weapon
- Is holding another person against their will
- Building moves to LOCKDOWN procedure immediately.

OVERALL PROCEDURES

- Call 9-911 and the business office 843 525-8249.
- Notify the administrator in charge. Relay accurate information.
  - Where in the building is the event occurring?
  - How many involved (perpetrators and hostages)?
  - What demands, if any have been made?
  - Is anyone injured?
- Render the appropriate assistance

ADMINISTRATOR RESPONSIBILITIES

- Immediately declare LOCKDOWN
- Call 9-911
- Await the arrival of emergency responders.
- Provide assistance as needed.
- Coordinate with police/EMS personal.

FACULTY / STAFF RESPONSIBILITIES

- If a weapon has been seen, follow the above procedures.
- Open window blinds/treatments and close, lock and barricade your classroom door.
- Turn off lights. Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection.
- Make a list of all students, when the lockdown was declared.
- Record the names of students who enter the room after a lockdown.
- If directed to leave your classroom take your class record roll books with you.
- Await further instructions from the administrator in charge.
If weapon is found, isolate the area. Do not touch the weapon. Police will secure the weapon for evidence.

If subject is visible, stay calm and do not approach. Do not attempt to confiscate the weapon; communicate and cooperate with the subject.

If Law Enforcement breaks into the scene get on the floor, do not raise up until told to by Law Enforcement.