

# Emergency Evacuation and Lockdown

## EVACUATION

### YOU WILL BE ALERTED BY:

- Classroom voice notice OR text message
- Fire alarm or other audible alarm system

### IF TOLD TO EVACUATE:

- Gather immediate personal belongings
- Do NOT use Elevators
- Evacuate via the nearest stairway & exit
- Do NOT go to your vehicle or leave campus
- Evacuate to your assigned Assembly Area, indicated in each classroom

***If you observe a serious injury or safety threat, call 911 from any phone and then Security at 453-5811***

## LOCKDOWN

### YOU WILL BE ALERTED BY:

- College officials OR Law Enforcement Personnel
- Classroom voice notification OR Text message

### IF YOU ARE IN AN OPEN AREA:

- Use your best judgement!
- Exit the area if this is your safest option
- Keep your hands free and visible as you exit

### IF YOU ARE IN A CLASSROOM:

- Lock the door & turn off all lights
- Stay clear of windows
- Pull blinds/shades
- Silence mobile devices
- Disregard any fire alarms
- Remain silent & alert
- Don't admit anyone unless you're certain it's safe
- Continue Lockdown until "All Clear" is broadcast