

# CAMPUS EMERGENCY LOCKDOWN PROCEDURE



## Introduction:

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten MCC'S processes, the safety of its employees and students, or the facility itself.

## LOCKDOWN

### Definition:

A lockdown refers to taking refuge in an office or classroom to isolate an individual or group from an exterior threat.

### Procedure:

A lockdown will be called for when an active threat is reported and will only be called by a member of the Campus Police, Emergency Management Incident Team or the President after serious consideration.

- If a threat is close enough to the campus (within the Clery reportable geographic area of 500 ft of the campus), then an Eagle Alert will be sent out via text message and email advising MCC Faculty, Staff and Students of the situation and to be mindful of personal safety.
- If the threat is on campus, then a shelter in place warning will be sent out via Eagle Alert.

The announcement will be communicated via Eagle Alert as well as over the Public Address (PA) system.

During a lockdown, Campus Police will also activate an exterior audible alarm to notify everyone on campus.

When you hear this exterior alarm, anyone in immediate danger should attempt to flee.

### When a lockdown is initiated and you are:

#### In a classroom, office or room:

- Close, lock, or barricade the door
- Cover all window openings
- Account for everyone in the classroom or office
- Shut off all audio/visual equipment and turn off the lights
- Turn off or silence any mobile devices
- If you must communicate, use text messages only

- Lie on the floor away from windows and doors
- Contact Campus Police at **601.484.8620** or **601.938.0072** and provide your location and pertinent information
- Do not permit entry into any room once the door has been secured
- Do not leave until the "All Clear" is given

### In an open area:

- If you are near an exit, and it is safe, exit the building. Once outside, do not reenter the building. Gather at a safe distance off campus.
- If you cannot exit safely, go to the nearest room and barricade the entry
- Account for everyone in your area
- Lie on the ground, remain quiet and calm
- If you do decide to leave, make sure you don't move towards the sound of any disturbance
- Follow the directions given by Campus Police

For those in a safe location, please follow lockdown procedures and lock or attempt to barricade doors.

### What is a safe place?

Any room or space where there is a solid barrier between you and the threat is a "safe place".

### If the fire alarm sounds during a lockdown:

- Assess your area for signs of fire
- If no signs of fire, remain in lockdown
- If signs of fire, evacuate if safe to do so
- If you choose to evacuate, use the safest exit

**Note:** Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a disturbance or police activity.

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## SECURE-AND-HOLD

### Definition:

Secure-and-hold is defined as the process of faculty, staff, students and others staying indoors during an incident or emergency when hazards may exist in the immediate area. Faculty, students, staff and others still have full access within the building.

### Procedure:

Secure-and-hold is used to ensure public safety when a lockdown is not required, but public safety is an issue.

- Unlike a lockdown, everyone is allowed full access into and throughout the buildings. Restrictions may be imposed during a secure-and-hold to facilitate public safety, such as directing anyone who is outside into a building, staying away from external windows or prohibiting anyone from exiting the building for periods of time until the situation is under control and conditions are determined to be safe.

### Faculty, Staff and Students will:

Follow the directions given to them by Campus Police.

For your own safety, do not exit the building unless directed to do so.

### Note:

*A Secure-and-hold may be initiated in non-threatening circumstances to keep people away from areas where there may be a disturbance or police activity.*

## AFTER NORMAL BUSINESS HOURS PROCEDURE

**Lockdown and Secure-and-Hold procedures will still be followed to include the following steps:**

- Campus Police Officers on duty will contact a member of the housing staff and the on-call maintenance staff member to advise them of the current situation.
- Campus Police will coordinate with housing staff to secure residence halls in the event of a lockdown or secure-and-hold situation.

