

Evacuation:

- Take personal belongings
- Leave the classroom, office or building
- Advise others of the need to evacuate
- Do not use the elevator
- Go to the Emergency Assembly points or Emergency Assembly Zones
- Wait for Instructions from Campus Authorities

Shelter -In- Place

Shelter –in- place is a process to make a shelter in the area where you are located. It is a way for you to make the building as safe as possible to protect yourself and others until first responders arrive.

Lock- Down:

Upon request by college officials lock your classroom, office or building

In the event of a campus or building lock-down, campus officials will communicate information using one of the following methods: mobile radio, mygateway or word of mouth. .

Staff should remain in the lockdown state until Police secure the area, and/or capture the suspect(s).