

## NRCC Emergency Lockdown Procedure

In the event of a crisis or potentially threatening situation, it may be necessary for the college to implement emergency lockdown of a building or the entire campus. This procedure could be implemented in any situation that would require that building occupants lock themselves in rather than being evacuated and exposed to possible danger. Time may be critical in such a situation and the lockdown must be initiated as quickly as possible.

It is important to note that many emergency situations call for some alternate action – evacuation, for instance. The procedure outlined herein applies when campus authorities have determined that a lockdown is necessary. Furthermore, the same procedure may be applied when evacuation is not possible or poses a greater risk to life and health than remaining in place. **All college employees and students should become familiar with the college's emergency response procedures as described at [www.nr.edu/nrready](http://www.nr.edu/nrready).**

When an announcement is made to initiate the emergency lockdown, faculty/staff are advised to take the following steps:

1. Direct students and visitors to proceed to the closest building/room that can be secured.
2. Lock all doors into the area.
3. Move to the furthestmost point in the room away from windows and doors.
4. Close blinds/drapes for concealment.
5. Turn off lights and remain silent so as not to attract attention.
6. Remain under lockdown until notified that the crisis has been resolved.

It is important to note that Security staff and Facilities Services staff are responsible for locking all exterior doors of the appropriate building(s). Therefore, individuals who refuse to enter a lockable office or classroom, or who attempt to leave a secured room, will not be able to exit the building.

The emergency notification system (TV monitors, NRCC Alert text messages, and/or public address system) will be used to initiate and lift a lockdown.

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