

# LOCKDOWN INSTRUCTIONS

**IN THE EVENT YOU RECEIVE INFORMATION THAT LOWER COLUMBIA COLLEGE IS IMPLEMENTING A LOCKDOWN, DO THE FOLLOWING:**

- 1. Close and lock all doors to the room.** If possible, gather in any people in the immediate area who may be in danger.
- 2. Block all windows** with any available materials.
- 3. Leave computers ON** to receive e-mail notices and alerts.
- 4. Leave cell phones ON** with ringer silenced to receive messages.
- 5. Turn desk phone ringer volume up.** Use cell phones and desk phones for emergencies **ONLY**. When in use they cannot receive emergency information.
- 6. Only allow entry** to others if you are certain they are not a threat.
- 7. If you hear gun shots,** lie on the floor next to the wall closest to the door.



EMERGENCY: Call

From a campus phone  
9-911 For Medical, Police or Fire  
2911 Campus security

From an off-campus phone  
911 For Medical, Police or Fire  
442.2911 Campus security