



Lockdown Procedures

Shelter in Place

If you receive notification that the campus is in lockdown, please follow these simple steps that work for both classrooms and offices.

Step 1

Lock the Door. If the door can't be locked, barricade it using items such as desks, chairs, etc. or consider exiting the area

Step 2

Turn off lights and put your phone on vibrate.

Step 3

Stay away from doors and windows. Go to the safest area of the room. This is usually in the corner of the room on the same wall the door is on.

Step 4

Be prepared to run or to fight if necessary. Do not hide under desks or inhibit your ability to move. If it becomes necessary to fight, use objects in the room such as chairs, fire extinguishers, or books.

Do not open the door unless the "all clear" is given via SwCC's emergency notification system. SwCC Officers will announce their presence and search rooms. Those caught in an unsecured area or not in a building during a lockdown should utilize the "Run. Hide. Fight" principles and leave the area if possible.