BLINN COLLEGE ADMINISTRATIVE PROCEDURES MANUAL

Subject: Safety Program - Hostage

EFFECTIVE DATE: February 3, 2011
REVISION DATE: New Procedures

Procedure Statement
It is possible that an extreme condition may occur in which one or more individuals would become a hostage. If an extreme condition exists, Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of a hostage situation.

Scope of Authority
The following Blinn personnel will have the authority to implement a Lockdown:

- College President
- Incident Management Team (as defined in Administrative Procedure: Safety Program - Emergency Response Plan)
- Emergency Management/Safety Coordinator
- Police Department

Communication
All communications regarding status of event, building, or occupants will be directed through the Building Monitor (as defined in Administrative Procedure: Safety Program - Building Monitors) or designee.

1. These communications will only be between the following Blinn personnel:
   a. Emergency Management/Safety Coordinator, or
   b. Police Department, or
   c. Incident Management Team

2. Under NO circumstance will information be given out to any other group or individuals. Building occupants may be given status updates as they become available and necessary.

Accountability
If a lockdown or shelter in place has been initiated, the Building Supervisors will obtain building accountability (as defined in Administrative Procedure: Safety Program - Building Monitors), and will communicate this through Blinn emergency personnel, when requested. Under NO circumstance should this be attempted if there is any possibility of entering or interfering in the area of a hostage situation.

Procedures
1. Blinn Police Department, Blinn Emergency Management/Safety Coordinator, or Blinn Incident Management Team will initiate a Lockdown
2. 911 will be called or local police notified, as needed, to assist in hostage negotiations
3. If you are being held hostage:
   a. Be patient and calm
   b. Follow the instructions of your captor
   c. Do not appear hostile or aggressive
   d. Do not stare at the captor
   e. Do not attempt to engage the captor
   f. Do not talk down to the captor
   g. Be observant
4. You have the option to engage or try to flee from the captor if you feel your life is in immediate danger or there is no other option for you to make. This is a personal decision that you must make. Neither Blinn College, nor its personnel, can advise you or take responsibility for your action in this situation.
5. When helps arrives, expect the authorities to take control of the situation. This means to immediately follow all their directions without question or hesitation.
BOARD POLICY REFERENCE

Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans