Subject: Safety Program - Lockdown

Effective date: February 3, 2011

Revision date: New procedure

Procedure Statement
It is possible that an extreme condition that is of immediate threat to life or health may occur. Examples would be a hostage situation, active shooter, or other criminal activity. If an extreme condition exists, Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of an extreme condition.

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

Communications
All communications regarding notifications or information will be directed through the following Blinn personnel:

- Emergency Management Team
- Emergency Management/Safety Coordinator
- Police Department
- Marketing/Media Relations

Under NO circumstances will information be given out to any other group or individuals. Building occupants will be given status updates as they become available and necessary through designated building supervisors or Blinn Alert Notification System.

Accountability
Once a lockdown has been initiated, the Building Supervisor will obtain a building accountability (as defined in Administrative Procedure: Safety program - Building Monitors) and communicate this through the incident command system, if requested. Under NO circumstance should this be attempted if there is any possibility the event is taking place in your building.

Procedures
1. Stay Inside
2. Shut and lock all windows and doors
3. Stay away from windows and doors
4. Cover door windows
5. Place all cell phones on silent or turn off
6. Stay quiet
7. Wait for further instructions
8. Under NO circumstance should you answer or respond to anyone outside your door except for recognized and identified emergency responders
9. Under NO circumstances should you leave or enter a building unless directed to do so by:
   a. Police
   b. Emergency Management
   c. Notice by Blinn Alert Notification System
   d. Identifiable Public Servant

Road Closure
In some cases, Blinn emergency personnel or local police may close all or parts of College entrances, exits or internal roads. In a lockdown situation, do not expect to be able to enter or leave the campus. Expect delays. If you are not on
campus, DO NOT come to campus, unless directed to do so. Announcements will be made, as necessary, through Blinn Alert Notification System.

What to Expect
Expect to be stopped or searched by Blinn emergency personnel or local officials. For this reason, always carry proper identification. Expect delays.

Release
As soon as officials have determined the active area, other areas of the College may be placed on shelter in place or released. This will be at the discretion of the Blinn Incident Management Team, or Blinn emergency personnel. Notifications will be given through Blinn Alert Notification System. In some instances, instruction may be given in person, by Blinn emergency personnel.

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