Lockdown

At times a life-threatening, hostile or hazardous situation may arise on or near Tacoma Community College requiring the implementation of a lockdown. Such a procedure exists to protect human life and property and makes resolution of a threatening situation easier for law enforcement agencies.

DEFINITION

A “lockdown” is a temporary technique utilized to limit exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the “all clear” confirmation has been given. Individuals must follow directions given by administration officials and appropriate law enforcement officials.

Example of a life-threatening or hazardous situation includes, but is not limited to:

1. Someone has a gun or weapon on campus or there is an active threat or shots are heard on campus.
2. Execution of a high risk search or arrest warrant of a potentially dangerous suspect
3. Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
4. Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)

CLASSROOMS/LABORATORIES & WORK AREAS

If you are in a classroom/laboratory or work area when you recognize an active threat, immediately do the following:

1. Secure the door by locking it. If you don’t have a key, wedge a door stop and/or other material against the door to prevent the shooter from opening the door.
2. Turn off the lights and close the blinds. If possible, covers the window in the door to prevent someone from seeing into the room.
3. Move away from the door and out of sight of the door.
4. Seek concealment underneath a desk or behind another piece of furniture. Stay as low to the floor as possible.
5. Turn off all cell phones or set them on silent mode so that the suspected shooter cannot hear them. Use one phone to quietly call 911 and Campus Public Safety (ext. 5111) to notify them of an active threat and give them your location and the number of the cell phone that you are using.
6. Remain in your concealed area until local law enforcement or Campus Public Safety says it’s clear.

HALLWAYS AND OTHER OPEN AREAS

INDOORS OR OUTDOORS

If you are in a hallway or other open area when you recognize an active threat, immediately do the following:

1. If you are indoors, seek concealment in an open room or behind a substantial object.
2. Do not expect those in barricaded rooms to open the room to admit you because they have no way of knowing that you are not the suspected shooter.

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Remember, always use common sense. There are exceptions to all guidance and prescribed directions.
3. If you are outdoors seek concealment behind cars, dumpsters, or other large objects. Use extreme caution when moving across campus because this makes you a visible target.

4. If you spot the suspected threat, call 911 and provide:
   • Exact location of the incident and if the suspect is still active.
   • Condition of the victim(s) and the number of victim(s).
   • Brief description of the clothing worn by the suspected threat(s), vehicle description, and direction of shots fired.
   • Type of weapon used (handgun, rifle, etc.).
   • Direction of travel or location of the suspect.
   • Anything you may have heard the suspect say.

5. Remain in your concealed location until local law enforcement or Campus Public Safety tells you it is safe to leave.

**RUN, HIDE, FIGHT**

The response to an active threat event, based on situational appropriateness and personal decision, is to 1) Run, 2) Hide or 3) Fight. Upon identification of such an incident or initiation of alerts reporting an armed assailant, TCC personnel should assess their surroundings, quickly determine the most reasonable way to protect life and take life-preservation actions as necessary. Regardless to response action, it is essential to:
   • Remain calm
   • Take responsibility for advising any visitors and guests in the area of the threat; inform them of the response process and assist with getting them to a safe area.
   • Keep silent; turn off mobile device ringer, music and other sources of noise.

**RUN**

1. Exit your area/building as quickly as possible, leaving belongings behind. Stay low and alert when moving through corridors.
2. Assist others if able to do so safely.
3. When safe, contact Police at 911 and inform them of the armed assailant in your building/on campus. Provide exact location and descriptions if able.

**HIDE**

1. Retreat to a secure suite/room (classroom, office, etc.) and lock the door if possible. A room without windows is ideal.
2. Keep low and move away from the door to the far end of the area.
3. If able, move a sturdy object (desk, chair, or bookcase) directly in front of the door. Hide behind a desk, under a table, or in a closet. The more furniture and doors between you and the threat will increase your margin of safety.
4. Close any blinds, turn out the lights and/or cover the door’s vision panel.
5. Remain still and silent in your location until police arrive or provided with an “All-Clear”.
6. If position is compromised by intruder and occupants are in imminent danger, take action

**FIGHT**

1. Only as a last resort when all other options are unavailable
2. Attempt to overwhelm and incapacitate the armed assailant.
3. Be aggressive and be loud. Anything that can be picked up can be a projectile.
4. Throwing objects at the intruder can prevent them from accurately using their weapon.
5. If you are in a group, use your numbers to your advantage.

When the threat has been neutralized by public responders an “All-Clear” message will be distributed through E2 Campus Alerts to let personnel know the situation is back under control.

**Remember, always use common sense.**
**There are exceptions to all guidance and prescribed directions.**