

## WMCC LOCKDOWN PROCEDURE

**The announcement indicating a dangerous person has entered the building is:**

**“We are going into a lockdown; we have an intruder in the building”.**

Keep all students in your classroom/lab.

Clear halls of all students immediately by having students come into your classroom/lab.

Close and lock the door.

Once you have closed the door, do not let anyone else in.

If you can barricade the door quickly and safely, do so.

Take attendance - make a list of all students who are in your room.

Move to a safe area within your classroom away from the door, and out of sight.

Lock and cover all windows.

Turn off all lights and media – TOTAL SILENCE is mandatory.

Cell phones must be put on silent/vibrate mode.

Stay away from all doors and windows.

Keep calm. Remain with students and do not release them until instructed by administration.

If the fire alarm sounds, remain in your room unless directed to evacuate by a police officer or fire fighter who is able to verify his or her identity.

Students who are in the bistro, student center, or fitness center should be directed to go into the kitchen area or into the bookstore.

Students who are in the library should remain there, seeking shelter in one of the study rooms.

If at all possible, individuals should not seek shelter in a restroom.