

CUYAHOGA COMMUNITY COLLEGE EMERGENCY RESPONSE PLAN

HOW TO RESPOND TO AN ACTIVE SHOOTER - FACULTY & STAFF RESPONSE LOCKDOWN PROCEDURE

If an active shooter situation would take place on the Western Campus it is vital that all faculty members maintain the same response mode with the same response professionalism and coordination during this crisis event.

LOCKDOWNPROCEDURE-CLASSROOM

- Lock if possible and close the classroom door, shut off lights and equipment
- Move all students to the corner of the classroom out of view of the hallway
- Have all students in the classroom sit quietly on the floor
- Have minimal dialogue with the students keep them calm and quiet
- NO CELL PHONE USE BY STUDENTS
- Call Public Safety/Campus Police via cell phone at 216 987-4911
- When calling 4911, be prepared to give the room and location of your class and the current location of the active shooter if possible
- Stay on the phone to allow further direct communication as needed from the Dispatch Center
- Maintain the Secure in Place response until contacted directly at the door of the classroom by a **Police Officer** or an **Emergency Services Unit (ESU) Team Officer**
- Follow the instructions of the officer for evacuation procedure