

## CUYAHOGA COMMUNITY COLLEGE EMERGENCY RESPONSE PLAN

### LOCKDOWN PROCEDURE - OFFICE

- Lock if possible and close the office door, shut off lights and equipment
- Move to the corner of the office out of view of the hallway
- Keep calm and quiet
- Call Public Safety/Campus Police phone 4911 or 216 987-4911
- When calling 4911 be prepared to give the room and location of your office 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 office by a **Police Officer** or an **Emergency Services Unit (ESU) Team Officer**
- Follow the instructions of the officer for evacuation procedure

- **LOCKDOWN PROCEDURE - OPEN WORK AREAS**

- Move to the nearest classroom or office complex
- Follow the Secure In Place classroom or office procedure