



LOCKDOWNS




There are two types of lockdowns you may encounter while at Richland College:

1. Police Activity Lockdown - College has been notified of a potential threat outside of the building.

- ⊙ ALL exterior doors will be locked by Police or Facilities Services personnel.
- ⊙ An electronic messages(s) will be sent out to employees with information and/or instructions.
- ⊙ RC-ERT members will walk their immediate areas and advise everyone to check their messages or make requested announcements.
- ⊙ Signs will be posted on exterior doors advising of the LOCKDOWN and a telephone number to call. All employees and students will remain inside the building. (DO NOT stand in windows or go in/out doors).

2. Intruder Lockdown -A threat and/or intruder is inside the building.

- ⊙ Electronic message(s) and RC-ERT members will provide information and instructions if the situation permits.
- ⊙ Follow the steps in the ACTIVE SHOOTER INCIDENT on the preceding pages.



FOLLOW THE INSTRUCTIONS FROM THE RICHLAND COLLEGE-EMERGENCY RESPONSE TEAM (RC-ERT) MEMBERS AND/OR FIRST RESPONDERS DURING A LOCKDOWN INCIDENT.

SHELTER-IN-PLACE
[Remain in the Building]