Highland Campus Lockdown Procedure
October 2015

A campus lockdown will be initiated if there is serious risk of danger to the staff, faculty and students of HCC from an armed or dangerous person on campus. The lockdown will be initiated at the discretion of the President or his/her designee or by the 911 operator.

Signal for Lockdown: 
Campus Emergency Alert System will sound. Text messaging and email service will be initiated.

Based upon available information, HCC Employee will decide to RUN, HIDE, OR FIGHT. Faculty and staff who are responsible for students at the time of the threat will make the best decision for the classroom at that time and initiate RUN, HIDE, OR FIGHT response. If others disagree with the decision of the HCC employee making the decision, do not let them slow your response.

RUN
If it can be determined that the shooter is far enough away from your space, RUN out the nearest exit and keep running away from incident. When you are at a safe distance, call 911.

HIDE
If the shooter is too close to your space to run safely, HIDE.
1. Move class members to a spot in the room away from windows.
2. Close and lock classroom doors.
3. Shut lights, document camera, and projector off. (Make room as dark as you can as quickly as you can.) Remember that cell phone light can be detected. It is best to appoint one person to monitor phones for messages and leave other phones off.
4. Remain in lockdown until notified that threat has passed. Prepare to FIGHT if needed.

FIGHT
If you are in lockdown and the shooter enters your hiding space, be prepared to FIGHT the shooter with whatever means possible. This may mean hitting the shooter with furniture or any available object that may be used as a weapon to bring the shooter down.

Daily Practice:
• All faculty will carry classroom keys with them to class on a daily basis so that in the event of a lockdown, classrooms can be locked.

Contact a member of the Campus Crisis Team if you have questions. The Vice President for Student Services is chairperson of the Crisis Team.

When threat has passed, all on campus persons will be notified of the “all clear” via Campus Emergency Alert and online messaging notification service by the crisis response team. Normal business may resume after the “all clear” has been given.

Please watch this training video for more information about the RUN, HIDE, FIGHT strategy. Training Video: https://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video