

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE CRITICAL INCIDENT RESPONSE	Procedure 3.01.02.04
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In the event of a critical incident, the following are response guidelines:

1. Move to a SAFE location and contact **9 – 1 – 1** with as much information as possible, e.g., description of incident, person(s) involved. If able, contact the College Information Center or send out an e-mail to notify as many as possible.
2. “Lockdown” classroom or office, turn out lights and move away from window or doorway and take cover (utilize any solid objects that offer protection).
3. If you have more information, contact **9 – 1 – 1** or the College Information Center (only contact if you have additional or updated information).
4. ~~If classroom or office is safe, then utilize the “Green” card where available to communicate to law enforcement.~~ If you have injured people **at your location**, then utilize the “Red” card where available.
5. Keep calm and make sound decisions. Remain in lockdown until you receive notification that all is clear.

Cross Reference: 3.01.02 – Campus Safety and Emergency Planning

Adopted: 2007

Revised: February 2014; **September 22, 2015**