

**Campus Lockdown Procedure Guide**

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| ***Life threatening, hostile, or hazardous situations may arise which require the campus community to evacuate or seek shelter inside buildings and/or rooms within the campus. During an emergency, the Department of Public Safety may initiate a Campus Lockdown request*.** |

**Specific actions in the event of a Campus Lockdown:**

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| * **Leave threat area. Go to a safe location as far away from the danger as possible.** |
| * **Seek shelter in the nearest room where you are out of sight. Encourage others to seek shelter as well.** |
| * **If you are in a room, close and lock the door. Barricade the door if possible. Turn off the room lights, silence your cell phone, and stay away from doors and windows.** |
| * **Do NOT leave the room until directed by MCC Public Safety or Law Enforcement, unless it is no longer safe to remain in the room.** |
| * **Monitor emergency communications from MCC Public Safety via MCC Alert (text/e-mail), MCC Guardian, campus loudspeakers, and the College’s website for additional information and instructions.** |