



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Lockdown Procedure	CGC - III	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C - Business and Support Services	Safety Program: Emergency Plans and Alerts	CGC	08/26/2025

PROCEDURE

In accordance with the Crisis Management Plan, a lockdown may be implemented when a situation occurs that may be hazardous to health or is life threatening to faculty, staff, or visitors to the MCC Campus. It is intended to limit access and hazards by controlling the situation to increase safety and reduce possible victimization. A lockdown may be called for a variety of reasons including but not limited to weapons, intruders, police activity in or around the college, contamination or hazardous material, or a terrorist event.

A lockdown will be called for the area or buildings where the event is taking place or it will be called for the whole campus. The area or buildings on campus where a hazardous or life threatening event is occurring will have restricted access until the "All Clear" is given or individuals are directed by emergency personnel or staff to evacuate the area. A lockdown will be called by the President or his designee, or the MCC Police Department.

Notification of a lockdown will be initiated by college officials and implemented by the MCC Police using the following methods:

- I. by phone tree
- II. by e-mail
- III. by using building coordinators to make physical contact at each building
- IV. by public address system on the police vehicles

After hours notification will be initiated by MCC Police and custodial personnel using the above mentioned methods.



During a lockdown faculty and staff should ensure that:

- I. Students and faculty will remain in their classrooms. **DO NOT** answer the door.
- II. All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
- III. Lights are turned off and blinds closed.
- IV. Cell phones are silenced.
- V. Occupants remain calm, quiet, and out of sight.
- VI. Occupants should remain in the area until they receive further instructions or an "All Clear" is issued.
- VII. No one will be allowed to leave the buildings or area.
- VIII. MCC Police Officers and other emergency responders will remain near outside entrances, if possible, to discourage others from entering the buildings until proper authorities have issued an "All Clear."

Un-Securing an Area

- I. Rooms will not be unsecured until all risks are considered by the Crisis Management Team.
- II. Remember, a shooter will not stop until engaged by an outside force.
- III. Rescue attempts should only be considered if it can be accomplished without further endangering the persons inside a secured area.
- IV. If doubt exists for the safety of the individuals inside a room, the area should remain secured.