

BMCC TIPS FOR LOCKDOWN EMERGENCIES

If a situation calls for BMCC to go into lockdown, students and employees will be notified in several ways: via a Wolf Call text, email and phone call; via an intercom telephone announcement; via a computer screen override message; or when alerted in person. Here are some tips for what to do in a lockdown situation on campus or in any of our centers:

1. Upon receiving lockdown notification, alert others around you (you may need to shout to others who may not have received the message) and go into the nearest room that can be locked (if possible) if you're not already in a room that can be secured. Please note that it is acceptable to interrupt a meeting or class to secure yourself in a room.
2. Close and lock the door. If the door cannot be locked, use whatever is available to barricade the door (i.e., a bookcase, file cabinet, desk, etc.).
3. Close any windows and shut any blinds on windows.
4. Turn off the lights in the room.
5. Silence or set cell phones to vibrate. If your phone has a loud vibrating sound, please silence it. DO NOT make any phone calls, except to call 9-1-1 when appropriate. Only text if absolutely necessary.
6. DO NOT post anything on any social media sites.
7. DO NOT talk. Stay as quiet as possible so as not to draw attention to your location.
8. DO NOT open the door for anyone – not even someone who says they are the police. Our local police officers have keys and key cards to every single door on campus and will unlock your door to let you out when the “all clear” is given by the incident commander.

Once the “all clear” is given by the incident commander once the situation has been contained and it is safe, another Wolf Call alert and phone call will be sent to notify students and employees that the lockdown has been lifted.

Reminders:

- USE COMMON SENSE!
- YOU are responsible for your own safety – put your safety FIRST. If there are others around you, encourage them to go with you to a secure location, but if they won't go, you will need to leave them behind to keep yourself safe.
- Do not venture out into hallways or outside during a lockdown, and do not head towards the parking lot and leave in your vehicle. Stay put.
- If you are in a restroom, lock yourself in a stall and stand on the toilet, if possible.

QUESTIONS? CONTACT TAMMIE PARKER (x5850) or CASEY WHITE-ZOLLMAN (x5839)