Howard Community College has developed three basic protocols to respond to emergency situations. These guidelines were developed to protect the life and well-being of the college community.

**Lockdown: Criminal or Violent Act – Shooter/Hostage**

- Notification will be via Mobile Alert System, Phone Zone Paging, E-mail, Hall PA System, Digital Alert Clocks, Blue Emergency Phones, Building Monitors, and/or Emergency Personnel.

- If observing an incident on campus, call 911 first and IMMEDIATELY afterwards call Public Safety 5555.

- Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.

- Seek shelter in a secure room with locking door if possible; avoid open areas; close, lock and move away from doors and windows; turn off lights; remain quiet; turn cell phones to vibrate.

- Remain alert for emergency communications and further instructions which may include staying, moving to another location, or evacuating.

- If moving to another location or evacuating, **elevators can be used**.

- Do not leave until instructed by Emergency Personnel and the All-Clear is given.