## Hostile Intruder(s) in a Classroom or other College Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a Cañada College building, the College recommends the following guidelines be implemented.

 If possible, faculty should immediately lock or barricade the students and themselves in the classroom. If possible, lock and/or cover any windows or openings that have a direct line of sight into the hallway.

 If communication is available, call 911 or 9-911 from a campus phone.  Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and, thus, place them in potential harm as they attempt to exit the building.

Stay away from the windows.

Turn off lights and audio equipment.

Try to remain as calm as possible.

Keep everyone together.

 Keep classrooms secure until police arrive and give you directions.

 If you are not in a classroom, try to get to a classroom or an office.

Stay out of open areas and be as quiet as possible.

 If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do.

- You can try to hide, but make sure it is a well-hidden space.
- If you think you can safely make it out of the building by running, then do so, If you decide to run do not run in a straight line.