

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.