| Bellevue College |
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| L O C K D O W N  |
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| * Make sure you have your keys at all times.
* A campus alert (text, email, or other) will notify you that we are going into lockdown.
* When you receive the lockdown announcement, do not call for information. Do not allow students to use telephones or cell phones.
* Instructors should quickly check halls/common areas and usher students into classrooms – even if they aren’t in your class.
* **Secure your room:** Lock all doors (interior and exterior) as possible, close blinds, turn off lights, and keep students down and away from the windows and door. **Stay out of sight.**
1. Instructors may be issued a key that will allow them to lock the door to a classroom from the inside (occupants can still leave the room if needed).
2. The keys will work on all doors that have a red emergency key box mounted next to the door. Although not every door on campus is capable of having this installed, this does cover the majority of classrooms. If no instructor is present or the instructor does not have a key, occupants should locate the red emergency box near the door to obtain a key to lock the room.
3. To access the key, use the hammer to break the glass. You will find the key to lock the classroom door and material to cover the glass panel on the door.
4. Lock door.
5. Cover all exposed windows (if possible).
* During lockdown, common areas should remain clear except for Campus Security and Police.
	+ Staff without students should remain in or find a secured room, or seek shelter in the nearest classroom.
* Remain in lockdown until a uniformed officer provides instructions or an “all clear” code is sent via the campus alert system.

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