

# LOCKDOWN PROCEDURES



ALAMO COLLEGES DISTRICT

San Antonio College

If you have relevant information about the shooter,  
call 210-485-0911 when it is safe to do so.

## **HIDE**

- Seek shelter in the nearest secured place, i.e. classroom or office.
- Turn off lights and any devices that may indicate that the room is occupied.
- Close any window blinds or curtains.
- Stay away from doors and try to keep out of the line of sight.
- Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
- Be quiet. Silence mobile devices, such as phones, tablets, or pagers.
- Do not respond to anyone at the door while in lockdown. Law enforcement will announce themselves and release anyone in that room when it is safe.
- Should the fire alarm be activated during a lockdown, wait for direction from the police before evacuating if there is no immediate danger. If there is smoke or fire present, you may need to evacuate.

## ***FIGHT as a last resort and only if your life is in danger***

- Attempt to incapacitate the shooter.
- Act with physical aggression
- Improvise weapons
- Commit to your actions

## **WHEN LAW ENFORCEMENT ARRIVES**

- Remain calm and follow instructions
- Keep hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way