

Nassau Community College

LOCKDOWN POLICY

Department: Public Safety
Responsible Office: Public Safety
Email: Martin.Roddini@ncc.edu
Phone: (516) 572-7100
Fax: (516) 572- 7302

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Policy

"Shelter-in-place" indicates that everyone should stay indoors and remain where they are until an "All clear" or the "Evacuation" direction is given.

Purpose

For some emergencies, evacuation is not the correct option. In situations where you receive instructions regarding an "Active Shooter - Campus Lockdown," the following measures should be taken:

Procedure

- Shut the room door and barricade the door using any means necessary (example: large desk, file cabinet, chairs, etc). If the room you are in can be locked, lock door immediately. Move away from the door.
- Lock and close windows, pull down shades, and stay away from windows. If possible, post a sheet of paper or cardboard on the window (facing out) indicating room # and the number of people in the room.
- Turn off lights in room.
- Silence all cell phones (place it in vibrate mode, so you can still receive information). Please refrain from calling the 911 system. If you already received an NCC NY Alert message indicating the need for a lockdown, then 911 has already been notified. Excessive calls to the 911 system may overwhelm it and lead to unnecessary delays in response.
- Do not draw unnecessary attention to the room by creating noise.
- Remain quiet and calm. Listen for instructions.
- Do not leave the room or open the door until told to do so by NCC Public Safety or Nassau County Police Department.
- "Shelter-in-place" does not necessarily mean that there is an active shooter. It could indicate a number of other emergency situations such as - toxic gases, explosions, chemical spill, etc

If you have any questions regarding a Campus Emergency please do not hesitate to call Public Safety at 516-572-7100.