

## **Procedure 2.1.2.3 Administrative: Critical Incident Response**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
CRITICAL INCIDENT RESPONSE**

**PROCEDURE  
2.1.2.3**

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In the event of a critical incident, individuals should use the following procedures:

1. To the extent possible, move to a safe location, contact 911 and provide as much information as possible (e.g., description of incident, person(s) involved, if you or others are injured). If able, also contact the College's main switchboard or send out an e-mail to notify as many people as possible.
2. "Lockdown" classroom or office, turn out lights and move away from windows or doorways and take cover utilizing any solid objects that could offer protection.
3. If you have, or learn, more information, contact 911 or the College's main switchboard (only make additional contacts if you have additional or updated information).
4. Keep calm and make sound decisions. Remain in lockdown until you receive notification from College officials or law enforcement that all is clear.
5. In the event the campus is being evacuated, consult Procedure 2.1.2.1 – Campus Evacuation Plan.

Adopted: 5/24/18 BOT