In the event of a major campus emergency, the college may initiate lock-down procedures. A lock-down may be initiated by WNC Public Safety, administrators, or faculty members, or by local emergency personnel.

The college has drills each semester to acquaint students, faculty and staff with the correct procedures for a possible lock-down in the case of an intruder or active shooter. Campus signage will be posted the day of the drill. Faculty and staff will receive a college e-mail the day before the drill. Drills may be initiated with notification by the WNC siren system, CodeRed telephone/text message system, or by an individual.

In a lock-down situation with an active shooter, getting yourself out of the line of fire is your number one priority. When you are out of imminent danger, call 911, then call WNC Public Safety at 230-1952, and then warn other students and employees of the danger. If it is not safe to flee, you need to lock-down (by locking yourself in a room) or by hiding from the shooter(s). Your last resort (if the shooter(s) is entering your area) is to fight back aggressively as a group. For details go to: http://www.securitymanagement.com/news/city-houstons-active-shooter-psa-goes-viral-0010179 to see a six minute film on active shooter training from the city of Houston, Texas.

Upon hearing that a lock-down drill has been initiated, all persons are expected to immediately lock-down in a campus room or hide, remain quiet and out of sight for three to five minutes. WNC does not use “flee” or the third response “fight back” during a drill for those actions would be too disruptive to classes. However, everyone should think about how and where they would flee.

In the event of an actual lock-down, persons who do not flee are expected to remain in lock-down until notified by law enforcement, an emergency manager/their designee or until the class or group decides that it is safe to flee.

Should an emergency occur on campus, WNC might also utilize e-mail, WNC web site messages, local radio or television stations to alert students and the public.
What Will We Hear?

When the siren system is energized (drill or emergency), everyone must take action immediately. You will hear a hi-low tone and then verbal instructions.

If CodeRed system is used for the notification, student and employees will receive telephone or text messages to phone numbers listed on MyWNC (for students) or the ESS System (for employees).

What does lock-down mean?

Lock-down – Imminent Threat (typically an intruder or active shooter):

- Call 911 or 9-911 from any college phone
- Call WNC Public Safety (230-1952) ask them to activate the mass notification systems (if not activated)
- Please note that WNC may issue a lock-down notification when we believe imminent danger exists.
- Remember fleeing can be dangerous, particularly with more than one active shooter.

Protective Measures (provided it is safe to do so):

- Flee the line of fire (this is the best option, if it is safe to do so)
- Locate a location, classroom, or outside area in which to lock-down or hide
  - Close and lock interior doors (if possible)
  - Move employees/students to reduce visibility from windows and spread-out
  - Be very quiet
  - Turn off lights (including computer monitors)
  - Use cell phone and other communication devices, using due care to receive CodeRed messages (phones should be on vibrate)
  - Remain in position until you can flee safely or are notified by law enforcement, emergency manager/designee (it may be a long time).

- Cautions:
  - Not all classroom doors lock, many have push bar doors that may not lock. If your class is scheduled in such a room you will need to lock-down in a different area.
  - When approached by law enforcement, do not question or seek their help if the perpetrators have not been neutralized
  - Always hold your hands high with spread fingers as law enforcement approaches.
  - If you flee call the local sheriff’s department after the event so you are accounted for.

What if it is a Drill?

All personnel on campus must lock-down during a drill. If you are in a classroom, follow the instructor’s instructions and lock-down. If you are between classes, decide the safest action to take. Do not flee during a drill.