



Policy Statement

The college lockdown policy requires the cooperation of the faculty, staff, and students.

When the administration has been notified of a threat, either internally or externally, the community will be notified immediately. If needed, the KCK Police and/or Fire Departments will be called for assistance. The following message will be sent via email, text caster, posted on Canvas and on the main website.

- *Shelter-in-Place* – Usually an external health hazard where building evacuations are not recommended.
- *Internal Threat* – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- *External Threat* – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- *Full Lockdown* – This scenario involves a serious threat that requires immediate action.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots
- Police activity nearby
- National disasters

Administration will notify the following personnel on campus:

- Marketing-Post threat level on website
- IT-Lock all exterior doors
- Students, faculty and staff-notify of potential threat
- Student Engagement Coordinator-Notify students via Text Caster of potential threat
- Institutional Effectiveness Officer-Post potential threat on LMS

Students should abide by the directions posted of a potential threat.

Faculty should follow the lockdown procedures contained in the email.