

**Delgado**  
COMMUNITY COLLEGE  
**EMERGENCY PLAN**  
for  
**SHOOTING**

**If a person displays a firearm or begins shooting:**

- Move to or seek safe shelter. Go to [Lockdown Procedures](#).
- Call **911**.
- Notify Campus Police at 504-671-6111.

**If you hear gunshots:**

- If possible, determine where shooting is taking place.
- Seek safe shelter.
  - If outside, stay as low to the ground as possible, and find any kind of cover.
  - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

**Building/Site administrator**

- Consider implementing lockdown procedures.
- Assess the situation as to:
  - The shooter's location.
  - Injuries.
  - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the college, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify Chancellor's office.
- Refer media to Office of Public relations per media procedures.
- Initiate post-crisis procedures.

*Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.*