



I. If you are involved in a situation where someone has entered the area and begins actively killing or attempting to kill, below is a list of recommended actions:

- A. If safely possible exit the building immediately and **run** to a place of cover and **avoid** the area. Seek protection behind a secure or solid object.
- B. Notify anyone you may encounter to exit the building immediately. Try and account for individuals in your area.
- C. Notify the Police by calling 911 or College Police at 322911 or press the college police speed dial button on any college IP phone for emergency assistance.
- D. Give the Police Operator the following information:

II. If you are unable to safely exit the building, the following actions are recommended:

- A. Go to the nearest room or office, **deny** access and **hide**.
- B. Close the door, lock if possible or block the door with an inanimate object such as a desk or chair(s) and stay low.
- C. Cover the door windows if possible and turn off the lights.
- D. Keep quiet and act as if no one is in the room.
- E. **DO NOT** answer the door. **Do Not** pull the fire alarm.
- F. Notify the Police by calling 911 or College Police by dialing 322911 or press the college police speed dial button on any college IP phone for emergency assistance.
- G. Give the Police Operator the following information:

- **Your name**
- **Your location**
- **Location of the incident (be as specific as possible)**
- **Number of shooters (if known)**
- **Identification of shooter(s) (if known)**
- **Description of shooter or shooters**
- **Number of shooting victims, their condition and their location**

III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- A. You can try to **hide**, but make sure it is a well-hidden space where intruder access can be **denied/delayed** or you may be found as the intruder (s) moves through the building and or grounds looking for victims.
- B. If you think you can safely make it out of the building by running, then do so. If you decide to **run**, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other solid object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- C. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may have to develop a plan of counter attack and fight.
- D. The last option you have if caught in an open area may be to **defend/fight** back. This is dangerous, but depending on your situation, this could be your only option.
- E. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- F. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.