Active Shooter or Campus Violence

If an active shooter is outside your building:

- 1. Move to an inner area of the building if safe to do so.
- 2. Turn off all the lights and close and lock all windows and doors.
- 3. Contact Security at x6888 and/or call 911 with your location.

If an active shooter is inside your building:

- 1. If it is possible to flee the area safely and avoid danger, do so.
- 2. Lock all doors and secure yourself in your space.
- 3. Silence mobile phones, pagers and other audio devices.
- 4. Contact Security at x6888 and/or call 911.
- 5. Get down on the floor or under a desk and remain silent.
- 6. Wait for the "all clear" instruction to be issued by Security.

If an active shooter enters your office or classroom:

- 1. Remain calm.
- 2. Put distance between yourself and the offender. Make use of shielding.
- 3. If possible, keep an escape route behind you.
- 4. Make a personal choice to negotiate with or overpower the suspect.