



# Active Shooter/Hostile Intruder



Remember: Individuals should use their discretion during an active-shooter incident as to whether it might be safer to run or remain in place. However, best practices for an active-shooter event are listed below.



## If You Witness A Crime And It Is Safe To Do So:



- Call University Police at 229.259.5555 immediately
- Identify yourself and your exact location. Remain calm and answer the dispatcher's questions.
- Relay any descriptive information about the intruder to the dispatcher (see chart at right).
- If possible, make sure hallways and common areas are clear of students and staff.
- Put a safe distance or barrier between yourself and the intruder. Be prepared to seek protection in a nearby room or to evacuate if you can safety do so.
- Initiate a building lock-down as necessary. Use your phone tree to inform all students and staff to stay in their location and lock the door (as applicable).

## If Suspect Is Outside Your Classroom/Office:

- Stay inside the classroom/office.
- If possible, close and lock the outside door.
- Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what is happening.
- If possible and safe to do so, monitor and report the location of the assailant to emergency personnel.
- Under no circumstances should the fire alarm be activated. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - ◆ You have first-hand knowledge that there is a fire in the building, or
  - ◆ You have been advised by a Police Officer/University Police to evacuate the building.

## If Suspect Is In Close Proximity:

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection. Individuals should use their discretion about when to engage a shooter to survive.





## If Outside When A Shooting Occurs:



- Drop to the ground immediately and lie face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from police personnel

# Suspect Description

