



# Civil Disturbance



## 1 Outdoors



a. Implement appropriate emergency procedures by moving students, faculty, staff, and visitors to a safe location (as conditions permit) inside buildings to protect against trauma or danger.



b. If not able to move inside, take cover outside as able.



c. Consider persons with disabilities who may need assistance.



d. Notify University Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.



e. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.



f. Should a gunshot be heard, get everyone on the ground immediately.



# Civil Disturbance

## 2 Indoors

- a. Notify University Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- b. Keep students, faculty, staff, and visitors quiet and away from doors and windows.
- c. Lock all room doors.
- d. Account for all persons. Report any missing persons to University Police immediately.
- e. Close window shades, curtains, or blinds.
- f. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
- g. Should a gunshot be heard, instruct everyone to get down on the floor immediately and take cover.
- h. Always contact University Police when you have an emergency in your room.
- i. Remain in the classroom or other safe area until notified by University Police to move or return to normal conditions.

