

**EMERGENCY ACTION PLAN**  
**Hostile Intruder Response**  
**Academic and Administrative Buildings**

When a hostile person is actively causing or threatening death or serious bodily injury, University Police recommend that building occupants implement the following procedures.

*NOTE: While the guide refers primarily to academic/administrative buildings, these procedures are also relevant to other common buildings on campus.*

- Remain in the classroom or office and immediately lock doors to the hallway. If possible cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, telephone 911.
- Do not sound the fire alarm. A fire alarm would place occupants in potential harm as they attempt to leave the building.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give directions.
- If not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.

If caught in an open area such as a hallway or lounge, you must decide upon a course of action. Options include:

Hiding	Make sure any hiding place is secure and not obvious.
Running	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. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of the intruder. When away from the immediate area of danger, summon help in any way you can and warn others.
Playing dead	If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are in the immediate vicinity.
Fighting	Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve being handcuffed or keeping 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.

**EMERGENCY ACTION PLAN**  
**Hostile Intruder Response**  
**Residence Halls**

When a hostile person is actively causing or threatening death or serious bodily injury, University Police recommend that residence hall occupants implement the following procedures.

- Remain in your room and immediately lock the door to the hallway.
- If away from your room, join others in a room that can be locked.
- Don't stay in an open hallway.
- If communication is available, telephone 911.
- Do not sound the fire alarm. A fire alarm would place occupants in potential harm as they attempt to leave the building.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Stay out of open areas and be as quiet as possible.

If caught in an open area such as a hallway or lounge, you must decide upon a course of action. Options include:

Hiding	Make sure any hiding place is secure and not obvious.
Running	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. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of the intruder. When away from the immediate area of danger, summon help in any way you can and warn others.
Playing dead	If the person is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
Fighting	Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve being handcuffed or keeping 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.

**EMERGENCY ACTION PLAN**  
**Hostile Intruder Response**  
**University Grounds**

When a hostile person is actively causing or threatening death or serious bodily injury on University grounds, University Police recommend consideration of the following options for those caught in exposed locations.

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| Running      | If you think you can safely get away by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects between you and the hostile person. Use trees, vehicles and other objects to block you from the view of the intruder. When away from the immediate area of danger, summon help any way you can and warn others. |
| Hiding       | If you decide to hide, make sure the hiding place is secure and not obvious.  |
| Playing dead | If the person is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.  |
| Fighting     | Your last option if you are caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be your last option.  |

If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve being handcuffed or keeping 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.