I. Hostile Intruder/Violent Person

A. Gunshots Heard - Institutions must establish methods to manage the circumstances when a hostile intruder is on campus.

1. If a Hostile Intruder/Violent Person is discovered on the campus, the individual making the discovery shall immediately contact the institutional police department or local law enforcement agency and provide as much information as possible.

a. Do not approach the intruder or intervene.

b. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s), if any.

2. If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows.

a. Faculty/staff should remain calm and keep students/others as quiet as possible.

b. Faculty/staff will stay in the locked/barricaded room until informed by law enforcement officials that it is safe to leave.

c. Faculty/staff may wish to use their cell phones to notify law enforcement of the situation.

d. If gunshots are heard within a residence hall or student apartment complex, residents should close and lock their room doors, turn off the lights, and stay away from doors and windows.

e. Under no circumstances should any attempts be made to evacuate the building, unless in the room or immediate area where the shots are being fired.

f. Should the fire alarm sound, do not evacuate the building unless:

(1) First-hand knowledge that there is a fire in the building exists,

(2) Law enforcement officials advise evacuation from the building, or

(3) Imminent danger exists.

3. Office personnel in the affected building will close and secure their office areas and immediately call the institutional police department or local law enforcement.

4. The institutional police department or local law enforcement will be stationed to ensure no one enters the building(s) until the area is determined to be safe.

5. Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.

6. Law Enforcement Officials will provide notice when re-entry can be safely made.