

CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

What do I do if I observe or am a victim of a criminal act or violent behavior? Or if I observe suspicious activity or person/s?

If you observe a criminal act or are a victim, immediately notify the University Police via phone or blue emergency telephone at:

- Campus phone 911 or ext. 7-3500
- Public phone: 297-3500
- Blue Light Emergency Phones

The University Police headquarters is located at the Campus Operations Building (CO-69) and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

What information do I need to have readily available when reporting?

- Nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved

What do I need to do after reporting the suspicious activity, criminal act or violent behavior?

- ASSIST the officers when they arrive by supplying them with all additional information and asking others to cooperate.

What do I need to do if there is gunfire or explosives discharged on campus grounds?

- TAKE COVER immediately using all available concealment.
- SEEK emergency first aid if necessary, after the disturbance,
- NOTIFY University Police.

HOSTAGE SITUATIONS

What should I do if I'm taken hostage?

- Be **patient**. Time is on your side. **Avoid** drastic action.
- The **initial 45 minutes** are the most dangerous. Follow instructions, be alert and be cooperative. Do not make mistakes which could endanger your well-being.
- If you are caught by the intruder **and** you are not going to fight back, **do not** look the intruder in the eyes, and **obey** all commands. Don't speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Remain **calm**. Avoid speculating. Comply with instructions best as you can. Avoid arguments. Expect the unexpected.
- Be **observant**. You may be released or escape. The personal safety of others may depend on your memory.
- Be **prepared** to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

What should I do if there is a hostile intruder on the college grounds?

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:

- RUN away from the threat if you can, as fast as you can.
- CONTACT University Police at 911 or 7-3500 if possible or dial 297-3500 on a cell phone.
- DO NOT run in a straight line.
- KEEP vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- GET AWAY from the immediate area of danger, if you can, then summon help and warn others.
- IF YOU DECIDE TO HIDE, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- TURN your cell phone on vibrate.
- 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 around you.
- The last option you have if caught in an open area outside 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 you are NOT GOING TO FIGHT BACK, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive.
- Once the police arrive, OBEY all commands. This may involve you being handcuffed or made to put 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 to follow.

This training guide cannot cover every possible situation that might occur but it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

What should I do if there is a hostile intruder(s) in a Non-Residence Building?

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented.

- Faculty should immediately LOCK the students and themselves in the classroom if possible. COVER any windows or openings that have a direct line of sight into the hallway.
- If communication is available, CALL 911 or 7-3500.
- DO NOT sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- 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 you directions.
- If you are not in a classroom, TRY TO get to a classroom or an office.
- STAY OUT of open areas and BE as quiet as possible.
- TURN your cell phones on vibrate.
- If for some reason you are caught in an open area such as a hallway or lounge, you MUST DECIDE what you are going to do. This is a very crucial time and it can possibly mean life or death.
 1. You can try to **hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 2. If you think you can **safely make it out** of the building by running, 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(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.

3. If the person(s) are 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.
4. 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.
5. If you are caught by the intruder and are not going to fight back, **obey** all commands and **do not** look the intruder in the eyes.
6. Once the police arrive, **obey** all commands. This may involve your 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 to follow.

What should I do if there is a hostile intruder(s) in a Residence Building?

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- LOCK yourself in your room.
 - If communication is available, CALL 911 or 7-3500.
 - If away from your room, JOIN others in a room that can be locked.
 - DO NOT stay in the open hall or other open areas.
 - DO NOT sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
 - BARRICADE yourself in your room with desks, beds, or anything you can push against the door.
 - LOCK your window and close blinds or curtains.
 - STAY AWAY from the window.
 - TURN all lights and audio equipment off, turn your cell phone on vibrate.
 - Try to STAY CALM and be as quiet as possible.
 - If you are caught in the open such as hallways and lounge areas, you MUST DECIDE what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions.
1. You can try to **hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the dorm looking for more victims.
 2. If you think you can **safely make it out** of the building by running, do so. If you decide to **run**, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line.
 3. If the person(s) are 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.
 4. The last option you have if caught in an open area in the dorm maybe to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
 5. If you are caught by the intruder and are not going to fight back, **obey** all commands and **do not** look the intruder in the eyes.
 6. Once the police arrive, **obey** all commands. This may involve your being handcuffed or made to put 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 to follow.