



## 8.2 Armed Intruder/Weapon Threat

Every situation is different and the threatened individual will have to rely on his/her best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others are the top priority. General guidelines include:

**NOTE: At no time should any faculty, staff, or student confront an armed intruder.**

### 8.2.1 Immediate or Imminent Violence

- If you hear gunshots or witness an armed person, move away as quickly as possible. People that duck and cover near the shooter are at the greatest risk of dying and people that run stand a greater chance of getting away from the shooter.
- If you cannot flee, isolate yourself and others from the subject. Close, lock and barricade doors, close curtains, lie on the floor.
- Call 911 if it is safe to do so. Provide as much detail as you know. Follow law enforcement instructions. Do not expose yourself or others until notified by law enforcement that the danger has passed.
- Notify others on campus through telephone or e-mail of what you know – **DO NOT SPECULATE** - and what action you have taken, if it is safe to do so.

### 8.2.3 You Should Note and Report

- What the intruder is wearing
- Gender
- Height and weight
- Other descriptions unique to the individual (tattoos, hair color, facial hair)
- Types of Weapons
- Direction of travel or building entered.

### 8.2.4 If Confronted By a Threatening Person

- Remain as calm as possible. Be cooperative and patient. Time is on your side.
- Offer to listen. Do not judge or argue with perceptions. Treat each concern as important and valid. A person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.

- Allow the hostile person his or her personal space (at least 3 feet).
- If you are standing, stand at an angle to the individual rather than face-to-face.
- Keep your hands in plain view, preferably at your sides.
- Do not make gestures of physical contact that might seem threatening.
- Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft, slow voice when speaking. Ask/tell the person before you make any moves.
- Be truthful - to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, what was said. Pay attention to details about the space you are in. If you are released or decide to escape, this information will be needed by police to ensure the safety of others.

### **8.2.5 Securing the Building**

- In each building, designated areas hold keys/bars for main entrances.
- Emergency Coordinators will access these tools and lock the buildings in emergencies.