### Response Guidelines
**Active Shooter Incident or Immediate Physical Threat**

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building away from the incident, circumstances permitting.

#### If you are in a building when an event occurs:

<table>
<thead>
<tr>
<th>When instructed to stay in place:</th>
<th>When instructed to evacuate:</th>
<th>As a last resort:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Secure yourself and the immediate area</td>
<td>• Have an escape route and plan in mind</td>
<td>• The last option you have if caught in an open area, may be to fight back</td>
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<tr>
<td>• Lock and barricade doors</td>
<td>• Leave promptly using the nearest exit</td>
<td>• Take action, and only when your life is in imminent danger</td>
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<tr>
<td>• Turn off lights</td>
<td>• Leave your belongings behind</td>
<td>• Attempt to incapacitate the active shooter</td>
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<tr>
<td>• Close blinds</td>
<td>• Keep your hands visible</td>
<td>• Act with physical aggression, yell and throw items at the active shooter</td>
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<td>• Remain quiet</td>
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<tr>
<td>• Silence cell phone ringers</td>
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<tr>
<td>• Keep yourself out of sight and find adequate cover</td>
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</tbody>
</table>

#### When Law Enforcement Arrives:

- Remain calm and follow instructions
- Remain calm and follow Officers’ instructions
- Put down any items in your hands and immediately raise hands
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- The first officers to arrive will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.
- Responding emergency teams will assist in un-securing and rescuing victims who are locked down, and will treat and remove any injured persons.

#### What to Report:

- Your specific location-building name and room number
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters

#### How to Report:

- Dial 0111 or *9-911 from any Campus phone when it is safe to do so
- Dial 301-322-0111 from any other phone
- Be aware that the campus phones might be overwhelmed. If this happens, immediately dial *9-911.

These guidelines cannot cover every possible situation that might occur. Nevertheless, is a tool that can reduce the number of injuries or deaths if put in to action as soon as a situation develops. Be mindful that violent attacks can involve any type of weapon, not only a gun. The suggestions listed here would be applicable in any violent encounter.