

Policy Number: 1.016
Name: Active Shooter/Hostage Situation Policy
Approved: April 1, 2009

For the purposes of this policy an active shooter is defined as an individual or individuals who are actively discharging a firearm on campus, regardless of the intended target(s). This can be one of the most dangerous and chaotic events on any college campus. Since the University has no armed police or security on staff we are dependent on the Montgomery County Police to respond and neutralize the threat. However members of the community can take steps to help protect themselves during such a crisis. Frequently an active shooter situation can also lead to a hostage situation, where community members are held against their will by an armed assailant(s). This policy is designed to provide individuals with suggestions on how to better protect themselves during either type of crisis.

A. If an active shooter is outside your building:

- Proceed to a room that can be locked, shut off the lights and lock windows and stay out of sight.
- One person in the room should call 911.
- Do not leave until given instructions to do so by police via personal or phone contact.

B. If an active shooter is in the same building as you:

- If the room that you are in can be locked follow the same procedures as above.
- If your room cannot be locked determine if there is a nearby location that can be reached safely and then secured or if you can safely exit the building.
- If you decide to move from your current location be sure to follow the instructions outlined below.

C. If an active shooter enters your office or classroom:

- Dial 911 if possible and give your location. If you cannot speak leave the line open so the police can listen to what is taking place.
- If you cannot escape attempt to negotiate with the shooter. Only as a last resort should you attempt to overpower the shooter with force.
- If the shooter leaves the area, proceed immediately to a safer place and call 911.

GENERAL QUICK REPOSE GUIDE

- ***Lock and barricade doors.***
- ***Turn off lights.***
- ***Close blinds.***
- ***Silence cell phones.***
- ***Block windows.***
- ***Turn off radios and computer monitors.***
- ***Keep occupants calm, quite, and out of sight.***
- ***Keep yourself out of sight and take adequate cover, i.e. concrete walls, thick desks, or filing cabinets.***

HOSTAGE SITUATIONS

A. If you hear or see a hostage situation:

- Immediately remove yourself from danger.
- Notify the police by calling 911 and provide location of incident, number and description of hostage takers, number of hostages, and your name, location, and phone number.

B. If you are taken hostage:

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival.
- Speak normally, DO NOT complain, avoid being belligerent and comply with instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captor and try to memorize their physical traits, clothing or other details that can help provide a description.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover away from windows or doors.