

CRIME IN PROGRESS

While any crime in progress may present a threat to the community, an appropriate response is even more critical when any of the following are involved:

- Acts of violence.
- Report of weapon(s).
- Disturbances involving violent or mentally disturbed individuals.

If a crime is occurring or a crime of violence appears imminent:

- Remain calm.
- Whenever possible, avoid becoming involved in the situation yourself.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If you are not in a safe area, move to an area that *is* safe.
- Report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s) and/or description(s) of any suspect(s), the description, location, and type(s) of any involved weapons, and any other critical information. Remain on the line or available to answer questions and provide other critical information.
- If weapons are involved, it may be safest to shelter-in-place. If so, close and lock (or barricade) all doors and windows. Move everyone as far from the threat as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.
- If it is safe to do so, provide first aid and appropriate care for any injured or ill persons. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

If You are Taken Hostage:

- Remain calm.
- Be polite and cooperative

- Speak normally. Do not complain. Comply with all instructions.
- Observe hostage-takers and try to memorize physical traits, voice patterns, clothing or other details that can help provide a description later.
- Try to establish a relationship with hostage-takers and get to know them. They may be less likely to harm you if they respect you.
- Try to stay low to the ground or behind cover from windows or doors.

DO NOT:

- Be argumentative or belligerent.
- Attempt escape or resist unless there is an extremely good chance of success.
- Draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Engage in political or ideological discussions with hostage-takers.

If Police Effect a Rescue:

- DO NOT RUN. Drop face down to the floor, spread your arms, and keep your hands open and empty. Make no sudden moves and remain still.
- Wait for instructions and obey all instructions given by rescuers.
- Do not resist if you are handcuffed or searched.
- Rescuers will take you to a safe area to identify you and determine the nature of your involvement.

If an Evacuation Becomes Necessary:

- Remain calm.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.

- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
- Rush for an exit.

- Check evacuation routes for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
- Avoid using cell phones or radio transmitters. If any explosive devices are present, nearby cell phone or radio transmissions may set them off.

Once at an Assembly Area or Other Safe Area:

- Check the Assembly Area for suspicious objects, packages, or persons. If the explosion was intentional, there may be secondary explosive devices. Immediately move away from and report any suspicious conditions to public safety personnel.
- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether to initiate a shelter-in-place/lockdown response or evacuate the facility after receiving input and/or recommendations from the Incident Commander or other professional responders.

Preparedness/Mitigation Measures

To minimize the opportunities for criminal activity upon or within District facilities and/or buildings, it is critical to maintain basic site security practices. To help protect these areas:

- All storage, office, and laboratory areas should be locked when they are not attended.
- All rooms should be locked after normal hours and locked immediately after cleaning.
- All employees should be trained to recognize and properly report suspicious persons or circumstances.
- Staff members and students should be encouraged to report any situations, domestic or otherwise, that could result in an act of violence or a disruption of normal operations.