

Appendix C

ACTIVE SHOOTER/HOSTILE INTRUDER

To report a Campus Emergency, contact:

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.

When an active shooter in a *campus building* is actively causing harm or the threatening imminent deadly harm to people, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. Individuals may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms, residence hall rooms and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desk and remain silent.
4. Persons should stay low, away from windows and barricade or lock their door(s) if possible and use furniture or desks as cover.
5. If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by Public Safety. The only exception to this is, given the specific circumstances, a person feels reasonably sure, that they are in more danger in staying in the building than in attempting to escape.
7. When you encounter Public Safety, keep your hands empty and in plain view at all times. If you are evacuating, carry nothing that could be mistaken as a weapon.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people on *campus grounds*, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Run away from the threat if you can, as fast as you can.

Appendix C (Continued)

2. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you get away from the immediate area of danger, report the incident to Public Safety and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. Will you be found? Can you lock yourself in as a means of protection?
5. If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. If hiding or playing dead, do not give away your position or stand up until told to do so by Public Safety.

When an active shooter is actively causing deadly harm or the threat of imminent deadly harm to people *outside of your building*, you must immediately seek cover and call Public Safety. Give as many details as possible your name, location, number of assailants, means of aggression and other pertinent information.

1. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
2. If you can do so safely, get all occupants on the floor and out of the line of fire.
3. If you can do so safely, move to the core area of the building and remain there until police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

When an active shooter *enters your office or classroom*:

1. If possible, call Public Safety and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and unable to flee, attempts to negotiate with the suspect may be successful. Playing dead may also be a good choice.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
4. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers who may mistake you as the shooter.
5. While escaping, as soon as you see an officer put your hands over your head and immediately comply with the officers instructions.

What else can you do?

Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.