

**EMERGENCY ACTION PLAN (EAP)**  
**Active Shooter/Hostile Intruder On Campus**

1. If you witness (or otherwise have reason to believe) an active shooter/hostile intruder is on campus, immediately notify Campus Safety (ext 4000) if possible. If you are notified an active shooter/hostile intruder is on campus by any emergency communication method (siren, reverse 911, verbal, email, phone), consider the following actions:
  - Run away from the threat if you can, as fast as you can, and never run in a straight line.
  - If you are in a classroom/studio/shop, the senior employee/faculty member should immediately lock students and themselves in the room (if possible), and cover any windows or openings that have a direct line of sight into adjacent hallways. Keep everyone together.
  - If you are in your dorm room or office, lock yourself into your room, and close any blinds or curtains.
  - If you are in a hallway, seek shelter in the nearest securable room, lock yourself in the room, and close any blinds or curtains.
  - If you are in an outdoor unsecured area, seek shelter in the nearest building, locate a securable room, lock yourself in the room, and close any blinds or curtains.
  - Watch for vehicles, bushes, trees and anything that could possibly block your view from the hostile person while you are running outside.
2. If you are caught by the intruder, never look him/her in the eyes, obey all commands, and try to remain as calm as possible. Do not appear to pose a challenge, and be submissive.
3. Never arbitrarily activate a building alarm to evacuate a building unless directed to do so by Campus Safety, as this may alert the intruder(s) of pending response activities, and worsen the situation.
4. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
5. During building evacuations, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations. Remain calm and do not panic.
6. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

**IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate **HEADCOUNT** has been taken.