## Armed Intruder Procedure

**REMAIN CALM**

**DIAL 4444**

Provide University Safety with the Following Information

- Your location – building name and room number
- Number of people at your location
- Injuries – number and type of injuries
- Assailant(s)
  - Location
  - Number of Intruders (if known)
  - Race/gender, physical features of intruder(s)
  - Clothing description
  - Type of weapon

You will be notified to evacuate or shelter in place.

If you are advised to take shelter:
- Go to the nearest room or office
- Lock and barricade the door
- Close blinds and cover windows
- Turn off radios and computer monitors
- Keep quiet and act as if no one is in the room
- Keep yourself out of sight and take cover
- If not communicating with authorities, silence cell phones

Wait for instructions from University Safety before un-securing an area or attempting to rescue people.
If doubt exists for the safety of persons inside a room, keep it secured.