



Preparing for Response to an Active Threat

4 Tips for Campus Employees

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Know Your Campus Emergency Methods

All Communication Methods Used in Emergencies
(typically: text alerts, social media, phone calls)



- Register for emergency text/call alerts (cell phone & home phone)
- Follow campus accounts on social media
(main account for your institution & emergency response offices)
- Keep emergency phone numbers handy

OPTIONS FOR KEEPING NUMBERS

- 1-Print them on a card to keep in your wallet or work bag.
- 2-Save in your cell phone, tablet, or laptop.
(if you trust it will be with you and charged)
- 3-Have your partner or a family member also keep the numbers handy.
- 4-If allowed, also have them register for the emergency alerts.

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Have a Plan for Communicating Imminent Threats

What happens if there is a threatening person in your presence?

- Think of times when you might be the only staff member present:
(1:1 meetings behind closed doors, teaching, leading student groups)

WHEN IN YOUR OFFICE

- 1-Work out a code word or phrase with colleagues who have offices near yours or with your departmental support staff.
- 2-Create a reason to open the door or call someone and use the code.
[Example Code: Dr. Lopez] "Please call Dr. Lopez to let her know I'm going to be late to our meeting this afternoon."
- 3-Your colleagues should know to call for help upon hearing the code.

WHEN IN A CLASSROOM, CONFERENCE ROOM, OR EVENT SPACE

- 1-Know the codes needed to dial out on phones, and rely on the code phrase if necessary.
- 2-If you can, send a student for help.



3



Assess Your Daily & Weekly Surroundings

Look at all the areas you frequent
(offices, common spaces, classrooms, conference rooms)

Answer these separately for each space

- What floor is the space located on?
- Do you get a clear cellular and internet signal in that space?
- Where are the two closest stairwells and exits?
- Where does the exit lead? (e.g., open space or a space with objects that can put you out of sight)
- If you cannot safely exit, where are your hiding spots?

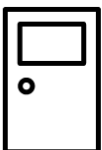
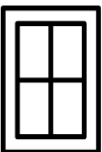
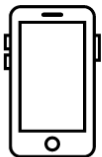
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Consider Your Options for Safety

If you need to "shelter in place" how can you best ensure your safety?

- Silence your cell phone and any other device with audible alerts.
- Does the door lock? If possible, lock it.
- Does the window open? That might be an important escape route.
- Is the door solid or does it have a window pane? This is important for making a space appear empty to a potential shooter.
- Is the furniture mobile or static? If mobile, use it to secure your position (i.e., block the door, hide from sight, etc.)



IF THERE'S A WINDOW:

- 1-Make the room look untouched when sheltering in place.
- 2-If anyone walking past can see in, find the angle where you (and your students/colleagues) cannot be seen from the door.
- 3-Shut down electronics that may make the space look "in use" (e.g., overhead lights, a slide presentation, etc.)
- 4-Remove all items from tables that are in view (e.g., backpacks, laptops, books, etc.)

IF THERE'S NO WINDOW:

Barricade the door with furniture.