

## **I. VIOLENT INCIDENTS**

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the University Grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The Marshall University Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such treats, as quick as possible. The following instructions are intended for incidents that are of as emergent nature (i.e., imminent or in progress).

### **Immediate Action**

1. Secure the immediate area. Whether a classroom, residence hall room, office, or restroom:
  - Look or barricade the door, if able. Block the door using whatever is available- desks, tables, file cabinets, other furniture, books, etc.
  - After securing the door, stay behind solid objects away from the door as much as possible.
  - If the assailant enters your room and leaves, lock or barricade the door behind them.
  - If safe to do so, allow others to seek refuge with you.
  
2. Protective Actions. Take appropriate steps to reduce you vulnerability:
  - Close Blinds.
  - Block windows.
  - Turn off radios and computer monitors.
  - Silence cell phones.
  - Place signs in interior doors and windows, but remember assailant can see these as well.
  - Place signs in exterior windows to identify your location and the location of injured persons.
  - Keep people calm and quiet.
  - After securing the room, people should be positioned out of sight and behind items that might offer additional protection-walls, desks, file cabinets, bookshelves, etc.
  
3. Unsecured areas: If you find yourself in an open area, immediately seek protection:
  - Put something between you and the assailant.
  - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
  - If in doubt, find the safest area available and secure it the best way that you can.

4. Call 911. Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings-stay on the line until it is answered-do not hand up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
  - What is happening?
  - Where you are located, including building name and room number.
  - Number of people at your specific location.
  - Injuries, if any, including the number of injured and types of injuries.
  - Your name and other information as requested.
5. Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.
6. What to report. Try to note as much as possible about the assailant, including:
  - Specific location and direction of the assailant.
  - Number of assailant(s).
  - Gender, race, and age of the assailant.
  - Language or commands used by the assailant.
  - Clothing color and style.
  - Physical features-i.e., heights, weight, facial hair, glasses.
  - Types of weapons-i.e., handguns, rifle, shotgun, explosives.
  - Description of any backpack or bag.
  - Do you recognize the assailant? Do you know their name?
  - What exactly did you hear-i.e., explosions, gunshots, etc?
7. Treat the Injured. The 911 operator will notify law enforcement and other emergency service (EMS) agencies-fire and rescue. EMS will respond to the site, but will not be able enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure. Remember basic first aid:
  - For bleeding apply pressure and elevate. Many items can be used for this purpose-i.e., clothing, paper towels, feminine hygiene products, newspaper, etc.
  - Reassure those in the area that help will arrive-try to stay quiet and calm.
8. Un-securing the Area.
  - The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
  - Always consider the risk exposure by opening the door for any reason.
  - Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
  - Be aware that the assailant may bang on the door, yell for help, or attempt to entice you to open the door of a secured area.
  - If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.