

APPENDIX E

HOSTILE INTRUDER / VIOLENT PERSON

- If a Hostile Intruder / Violent Person is discovered on the campus, the individual making the discovery shall immediately contact the UPD (911) and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors and turn off the lights and stay away from doors and windows. Faculty/staff should try and calm students/others and keep them as quiet as possible. Faculty/staff will stay in the locked/barricaded room until informed by the UPD that it is safe to come out of the area. Faculty/staff may wish to use their cell phones to notify the UPD of the situation.
- Under no circumstances should any attempts be made to evacuate the building, unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building,
 - You have been advised by the UPD to evacuate the building, or
 - You are in imminent danger.
- Office personnel in the affected building will close and secure their office areas and immediately call the UPD.
- The UPD will be posted to ensure no one enters the building(s) until the area is determined to be safe.
- If local emergency service authorities are contacted, the UPD will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a search of the buildings in which the hostile intruder is located.
- A senior law enforcement officer on scene will notify the UPD when reentry to the building can be made and the classes and office areas are safe to open.