



Date Created:	8.25.2009
Category:	Emergency Response
Revised:	6.23.2010
Approved by COO:	9.15.2010

Subject: Active Shooter

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Purpose: To ensure that all UPI employees know what to do in case of an active shooter.

Policy: An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation.

Procedures: **IF AN ACTIVE SHOOTER IS OUTSIDE YOUR BUILDING:** Seek sanctuary - proceed to a room that can be locked, close/lock all windows and doors, and turn off all lights. If possible, get down on the floor and ensure that no one is visible from outside the room. Call 911 and advise the dispatcher of the events, inform them of your location, and remain in place until the Police or UPI personnel known to you, give the "all clear".

IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING: Seek sanctuary and lock the room you are in, if possible. If your room can't be locked, determine if there is a nearby location that can be reached safely and can be secured or if you can safely exit the building. If an active shooter enters your office, try to remain calm. Dial 911, if possible, and alert Police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered as a very last resort after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any Police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify



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authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by Police.

Renewal/Review:

This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance:

Property Manager is responsible for adoption and/or implementation of this policy.