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<b>Category:</b>	Emergency Response
<b>Revised:</b>	6.23.2010
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**Subject: Hostage Situations**

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**Purpose:** To ensure that all UPI employees know what to do in case of a hostage situation.

**Policy:** In case of a hostage situation, please call 911.

**Procedures:** Call 911 immediately. If known, provide the following information:

- Location of incident, suspect(s), and hostage(s)
- Number, conditions, and descriptions of suspect(s) and hostage(s)
- The demands of the suspect(s) involved and any weapon(s) seen or believed to be present

Note: The exact wording used by the suspect can provide critical information needed by the Police. Be as thorough and specific as possible. The person reporting a hostage barricade incident should remain on the line with Police dispatchers as long as safely possible.

**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.