

WEAPONS SITUATION

General Guidelines

1. Assess the situation.
2. Notify police (call 911).
3. Isolate subject(s) from the weapon or other persons if it is safe to do so.
4. Do not unnecessarily use force or touch the person or weapon.
5. Remain calm.
6. Notify the President or designee (ext. 3383).
7. If a weapon is surrendered to, or recovered by, staff or faculty prior to police arrival, place it in an empty container, (trash can, etc.) and place in a secured area until police arrive.

Level 1 Threat: A Rumor That Someone has a Weapon

Level 2 Threat: Weapon Witnessed, but no Immediate Danger

Level 3 Immediate Action: Weapon Use Threatened or Carried Out

Active Shooter

1. In the event gunfire erupts on campus call 911 and use the term "ACTIVE SHOOTER".
2. Notify the President or designee (ext. 3383).
3. While in shelters or rooms:
 - a. Avoid windows and doors
 - b. Remain as quiet as possible
 - c. Lock doors and turn off lights.
4. Remain in safe position until the "ALL CLEAR" message is received.