

WHAT TO DO IN THE EVENT OF ACTIVE SHOOTER

ACTIVE SHOOTER

These guidelines have been developed for “active shooter” situations in accordance with the best practices established by law enforcement experts.

If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, moving away from the immediate path of danger, and take the following steps: Notify anyone you may encounter to exit the building immediately.

Evacuate to a safe indoor area away from the danger and take protective cover. If possible, go to another campus building. Stay there until assistance arrives.

Call 9-1-1 and provide the dispatcher with the following information: Your

name

Location of the incident (be as specific as possible)

Number of shooters (if known)

Identification or description of shooter(s)

Number of persons who may be involved

Your exact location

Injuries to anyone, if known

Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

Go to the nearest room or office.

Close and lock the door, if possible.

Turn off the lights.

Seek protective cover.

Keep quiet and act as if no one is in the room.

Silence your cell phone.

Do not answer the door.

Notify 9-1-1 and provide the dispatcher with the following information:

Your name

Your location (be as specific as possible).

Number of shooters (if known)

Identification or description of shooter

Number of persons who may be involved

Injuries if known

Wait for responding law enforcement officers to assist you out of the building.

ANIMAL INCIDENTS

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to local authorities at 9-1-1. Only trained animal technicians should handle animals. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

VENOMOUS ANIMALS

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 9-1-1 immediately for emergency medical assistance.

Be prepared to give your name, location, and, if possible, the species or type of animal involved. Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.

Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

BOMB THREAT

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Check to see if the caller's phone number or location is displayed on your phone.

Ask the caller:

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

Did the caller sound like a man? A woman?

Approximate age?

Distinctive voice, pronunciation or accent, or speech patterns?

Tone of voice and attitude?

Did the call seem to be a recording?

Were there background voices or noises or other clues about location or caller identity?

If the threat came in a form other than a call (e.g., a note was left or delivered): Immediately call 9-1-1.

Report the time, location, and content of the threat message, as well as your location and phone number.

Stay on the line until the dispatcher terminates the phone call.

If you are told to evacuate the area, take your notes about the call with you.

CONTACTING POLICE AND EMERGENCY SERVICES

If you need to contact Police, Fire or EMS from a campus phone you will have to dial 9-1-1 if you are calling from a cell phone dial 9-1-1.

To contact the Wayland Police Department dial 3635 on campus or 806-291-3635 office or 806-7744225 cellular. After 5:00 pm central time call 806-774-4225.

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Notify anyone you may encounter to exit the building immediately.

Evacuate to a safe indoor area away from the danger and take protective cover. If possible go to another campus building. Stay there until assistance arrives.

Call 911 and provide the dispatcher with the following information:

Your name

Location of the incident (be as specific as possible)

Number of shooters (if known)

Identification or description of shooter(s)

Number of persons who may be involved

Your exact location

Injuries to anyone, if known

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Turn off the lights.

Seek protective cover.

Keep quiet and act as if no one is in the room.

Silence your cell phone.

Do not answer the door.

Notify 9-1-1 and provide the dispatcher with the following information:

Your name

Your location (be as specific as possible).

Number of shooters (if known)

Identification or description of shooter

Number of persons who may be involved

Injuries if known

Wait for responding law enforcement officers to assist you out of the building.

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