

# SOUTHERN ARKANSAS UNIVERSITY TECH POLICE DEPARTMENT

## Community Response Checklist - Active Shooter Incident -

**If you are in a building when an event occurs, you should:**

### **Secure immediate area:**

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover or protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones

### **Un-securing an area:**

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until engaged by an outside force
- Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses vs. the safety of few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- Know all alternate exits in your building

### **Contacting Authorities:**

- Use **Emergency** 911
- Dial 574.4517 for College Police
- [jdmitche@saumag.edu](mailto:jdmitche@saumag.edu)

Be aware that the Police and 911 system may be overwhelmed. Program the SAU Tech PD number 574.4517 into your cell phone for emergency use or consider email. Email may be an option when, under the circumstances, you are unable to speak. Police personnel will monitor the email system.

### **What to Report:**

- Your specific location or building name and office or room number
- Number of people at your specific location
- Number and type of injuries
- Number and locations of assailants, race and gender, clothing description, physical features, weapons types (long gun or hand gun), backpack, shooter's identify if known, separate gunfire explosions, etc

### **Police Response:**

- Objective is to immediately engage assailants
- Evacuate Victims
- Facilitate follow up medical care, interview, and counseling
- Investigation