Emergency Action Plan (EAP)
ACTIVE SHOOTER/HOSTILE INTRUDER ON CAMPUS

If you witness (or are otherwise directly involved in) an active shooter/hostile intruder incident on campus and your life is in imminent danger, take the following actions:

1. RUN, HIDE, FIGHT

• **Run.** Evacuate the premises only if there is an accessible escape route.
  - Have an escape route and plan in mind.
  - Attempt to run away from the threat if you can, as fast as you can.
  - Evacuate whether or not others agree to follow.
  - Never run in a straight line.
  - Do not stop to gather your personal belongings.
  - Warn others and help them if it is safe to do so.
  - Warn others to prevent them from entering an area where the shooter(s) may be.
  - Keep your hands visible when you encounter a police officer.
  - Follow the instructions of a police officer.
  - Notify UAPD - dial 911- when it is safe to do so and convey any known information about shooter/intruder:
    - Name
    - Description
    - Location
    - Type of weapon (i.e. pistol or rifle)

• **Hide.** If evacuation is not possible, find a place to hide where the active shooter is much less likely to find you. Optimal hiding locations include areas protected by thick walls made of steel, cinder block or brick and mortar; solid doors with locks; areas where there is furniture that can be used to barricade the door; and areas with minimal glass and interior windows.
  - Hide in an area out of the shooter’s view.
  - Lock door(s) or block entries to your hiding area. If the door cannot be locked, blockade the door with whatever is available (heavy furniture, door wedges, file cabinets, etc.).
  - Hide behind large items (e.g., cabinets, desks, etc.).
- If possible, cover any windows or openings which have a direct line of sight into the hallway.
- Remain quiet and silence all cell phones, turn off any source of noise (e.g., radios, televisions, etc.).
- Turn off all lights.
- Do not activate the fire alarm. An alarm would signal building occupants to evacuate and thus place them in potential harm as they attempt to escape.
- Notify UAPD - dial 911 - when it is safe to do so and convey any known information about shooter/intruder:
  - Name
  - Description
  - Location
  - Type of weapon (i.e., pistol or rifle)
- The Southeast corner of each floor of McClelland Park has a large window-less grey door that leads to the storage area on each floor. This is a potential hiding area where the door could be blocked and occupants be out of sight.

If evacuation and hiding are not possible:
- Remain calm.
- Dial 911 if possible to alert police to the active shooter’s location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

EAP-Active Shooter / Hostile Intruder on Campus
UAPD emergency line-dial 911 from any on-campus phone
More information (non-emergency) 621-UAPD
• **Fight.** This is a last resort to save your life. Use any available means within reach that can be used as a weapon and position yourself for attack if your door is breached.
  ▪ Act as aggressively as possible against him or her.
  ▪ Attempt to disrupt and/or incapacitate the active shooter.
  ▪ Improvise weapons and throw items at the active shooter.
  ▪ Yell.

Commit to your actions…your life may depend on it.

If you are notified that an active shooter/hostile intruder is on campus via any method of emergency communication (verbal, Emergency Notification System [text message, phone, email, twitter, UAAlert, etc.]) and a “lockdown” command is given, take the following actions:

2. **LOCKDOWN**

• If the active shooter is not near your location, stay inside the building you are in, even if you do not normally work or reside in that building. If you are outdoors, proceed to the nearest accessible building.
• If you are in your residence hall or office, lock yourself in your room, close any blinds or curtains and eliminate sources of sound (including cell phones).
• If you are in a more public location (classroom, athletic venue, dining hall, social/study area), persons in positions of authority should take the lead and initiate the following actions:
  ▪ Terminate any ongoing activities (teaching, research, etc…).
  ▪ Close, lock, block or obstruct any and all windows or doors to the building to minimize accessibility, and close any blinds or curtains to obscure direct lines of sight.
  ▪ Move personnel to smaller interior rooms within the building (if available), and secure those spaces to the maximum extent possible.
  ▪ If there are campus visitors or other members of the public around you, invite them to follow your lead.
  ▪ Do not arbitrarily activate a building alarm to evacuate the building unless directed to do so by UAPD or another authority as this may alert the intruder(s) of pending response activities.
3. LAW ENFORCEMENT ARRIVAL

Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

4. EVACUATION

During building evacuations, assist special needs individuals in exiting the building and proceed to the building’s evacuation meeting point. Remember that elevators are reserved for handicapped and special needs persons during evacuations.

- Remain calm and do not panic.
- If the emergency is impacting your building’s evacuation meeting point, or if you are instructed to do so by UAPD authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.
- The designated meeting place for occupants of McClelland Park is in the Chevron grassy area, between McClelland Park and Life Sciences South. The secondary site is the parking lot across 4th Street, North of McClelland park.

*Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.*

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized UAPD.
5. CLASSROOM EMERGENCY NOTIFICATION SYSTEM

In each of the classrooms on the first floor of McClelland Park the UA Campus Emergency Notification System is in place, with a digital display of any emergency announcements and a blue call box at the front of the classroom.

6. McCLELLAND PARK ELECTRONIC DOOR READERS TOGGLE READER

In rooms 207 and 210 there is a second CatCard reader located inside the classroom which acts as a toggle switch to lock the classroom door and prohibit access from the corridor to the classroom. Instructors who are scheduled to teach in those rooms are automatically given access to activate this toggle reader via their CatCard.

7. DISTRESS/PANIC BUTTONS IN McCLELLAND PARK RECEPTION AREAS

McClelland Park reception areas that are regularly staffed each have a distress/panic button that connects directly to UAPD in event of an emergency. Personnel at those locations are trained in what procedures to follow in the event of an emergency. Devices are tested once a year. Distress/panic buttons are located in the reception areas to room 203, 215, 401, and 404.