

HOSTILE INTRUDER/ACTIVE SHOOTER

Hostile Intruder/Active Shooter incidents are dynamic and evolve rapidly. The information provided in this document can serve as a guide for members of the college community. It is very difficult to predict how incidents such as this will unfold and it is important to use good judgment and common sense while responding to this type of incident. A college representative will notify law enforcement authorities and inform the community via the Siena Alert System.

Shelter-in-Place: You may have to Shelter-in-Place when an evacuation is not safe. Seek immediate shelter and remain there during the emergency rather than evacuate the area. It is important to assess your location compared to the incident location before you take appropriate action. Lock the door and barricade yourself in the room with the furniture or anything you can push against the door. The preferred Shelter-in-Place location would be an interior room or hallway.

RESPONSE OPTIONS FOR HOSTILE INTRUDER/ACTIVE SHOOTER

If INSIDE – Shelter in Place

1. Ensure your own safety.
2. Lock yourself in the room you're in or move to the nearest location that can be secured by a door with a lock.
3. If a locked door is not available, move far away from the threat as safely possible.
4. Isolate yourself and restrict entry in any way that is possible.
5. Barricade yourself in the room with furniture or anything you can push against the door.
6. Seek interior rooms with no windows and doors that can be locked from inside. If not possible, seek a corner or the room NOT visible through window.
7. Turn off lights. Close blinds leaving approximately 6-8 inches from the bottom of the window, so emergency personnel can see inside the room.
8. Place signs in the exterior windows to identify the location of injured people.
9. Turn off radios and computer monitors. Silence cell phones. Remain quiet and do not do anything to draw attention to you.
10. If possible, keep yourself out of sight and take adequate cover.
11. Call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
12. If possible assist others.
 - a. Allow other trusted individuals into your secure location.
 - b. Instruct them to remain calm and quiet.

****When the security threat is over, a Public Safety Officer, Colonie Police Officer, or another College Official will proceed throughout the buildings and areas, notifying everyone by giving an area "All Clear" announcement. Be sure to verify the individual making such an announcement is in fact an officer. A message will also be sent via the Siena Alert System.****

RESPONSE OPTIONS FOR HOSTILE INTRUDER/ACTIVE SHOOTER

CONT.

If OUTSIDE – Seek Shelter

1. Drop to the ground immediately, lying face down as flat as possible. If within 15-20 feet of a safe place or cover, stay close to the ground and run to it.
2. Move or crawl away from gunfire, trying to utilize any obstruction between you and the gunfire.
3. When you reach a relatively safe place, stay down and do not move.
4. If possible, seek shelter in a building and shelter-in-place
5. Wait and listen for directions from Public Safety, Colonie Police and/or other College Officials.

If Suspect is Within Close Proximity

1. Lie motionless and pretend to be unconscious
2. Do not attempt to interfere with the suspect except for self-protection (use your own discretion when engaging a shooter for survival).

In a Rescue Situation Initiated by Police:

- Police will enter building to neutralize threat.
- If you are still inside the building, do not run. Drop to the floor, place your hands behind your head and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all commands.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are the shooter or a victim.
- Even if you are handcuffed and searched, do not resist. Wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

What to Report to Public Safety.

1. Your specific location – building name and office/room number.
2. Number of people at your specific location.
3. Injuries – number injured and types of injuries.
4. Assailant(s) – location, number of assailant(s), race/gender, clothing description, physical, features, type of weapon (long gun or hand gun), backpack, assailant(s)' identity if known, number of gunshots, etc.

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