

If an armed or threatening intruder comes on to Malaspina property it is very important that faculty, staff and students report it immediately by dialling 911 or use an emergency phone and take protective actions.

**If you see an armed intruder and safely exiting the building is possible:**

- Exit the building immediately and find a safe place to take refuge.
- Notify others of danger as you exit the building.
- Be aware of your surroundings.
- Call 911 immediately upon reaching a safe location.

**If you are caught in an office or classroom - SHELTER IN PLACE:**

- Remain in the classroom or office and immediately lock and barricade all doors and windows.
- Call 911 to alert the Police Department and campus emergency personnel. Remain calm so you can give an accurate description of the person(s). Note type of dress, height, weight, sex, and any other characteristics that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police or Security arrive and give directions.
- Once the threat is clear, authorities will unlock the door and escort you to safety.

**If you are caught in an open or exposed area and you cannot get into a classroom or office you must decide upon a course of action:**

- Hiding - Look for a safe and secure hiding area. Remain calm. Stay hidden until you can make contact with emergency personnel.
- Running - If you think you can safely make it out of the area and decide to run. Run in a zig zag pattern and attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- Playing Dead - If the intruder is causing death or physical injury to others and you are unable to run or hide you may choose to assume a prone position and lay as still as possible.
- Fighting - Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended, but depending on your situation this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.
- Once emergency personnel have arrived and taken over the situation, **OBEY ALL COMMANDS!**