# HOW TO RESPOND

## WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Students, employees and visitors are likely to follow the directions of Instructors, Supervisors and Administrators during an active shooter situation.

1. **EVACUATE**
   - Have an escape route and plan in mind
   - Leave your belongings behind (take keys and phones only if it doesn’t delay your escape)
   - Keep your hands visible
2. **HIDE**
   - Hide in an area out of the active shooter’s view
   - Block entry to your hiding place and lock the doors if possible
3. **TAKE ACTION**
   - As a last resort and only when your life is in danger
   - Attempt to incapacitate the active shooter
   - Act with physical aggression and throw items at the active shooter

## CALL 9-1-1 WHEN IT IS SAFE TO DO SO

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm, and follow officer’s instructions
- Immediately raise hands and spread fingers when instructed by officer’s
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to go to them for safety
- Avoid pointing, screaming or yelling
- Don’t stop to ask officers for help or direction when evacuating, proceed in the direction from which officers are entering the building/area or towards the location instructed by 9-1-1 officers

### INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT & 9-1-1

- Location of the active shooter/s
- Number of shooters, if more than one
- Physical description of the shooter/s
- Number and type of weapons possessed by the shooter/s
- Number of potential victims and their locations at the incident scene

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee or student. If you believe an employee/student is an immediate threat or exhibits potentially violent behavior contact: 9-1-1 immediately.

If the individual is not an immediate threat or not exhibiting potentially violent behavior, call UA Human Resources at 520.621.3662 if the individual in an employee. Call the Dean of Students Office at 520.621.7057 if the individual is a student. If the individual is not affiliated with the University call 9-1-1.

Indications of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or drugs
- Unexplained increase in absenteeism, and /or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home, school or work
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes