



SHOULD A SHOOTING INCIDENT OCCUR

If an armed intruder comes to WWU it is critical that faculty, staff and students report it immediately and take protective actions.

If you are involved in a situation where someone has entered an area or building and started shooting, or you hear the sounds of gunfire, the following actions are recommended:

- Go to the nearest room or office and hide – stay calm and quiet.
- Close the door, lock and barricade the door if possible, take cover behind concrete walls, thick desks, filing cabinets.
- Cover the door windows, if possible.
- Keep quiet and act as if no one is in the room. Turn off iPods and radios, but keep computers on with monitors faced away from door. Silence cell phones.
- DO NOT answer the door.
- Notify University Police by calling 650-3911 and give the Police operator the following information:
 - Your name*
 - Location of the incident (be as specific as possible)*
 - Describe what is happening*
 - Number of shooters (if known)*
 - Identification of shooter (if known)*
 - Number of persons who may be involved*
 - Your location (and stay on the line if possible)*
- Place signs in exterior windows to identify your location if possible.
- Wait for Police to assist you out of the building.

If an active shooter is in your building, you are certain you are not within range or in danger and exiting the building is possible, the following actions are recommended:

- Exit the building immediately – *move away from the area and seek shelter. Go to a nearby building and follow the advice above. Avoid parking lots and open areas.*
- Notify anyone you encounter to exit the building immediately (or not enter).
- Notify University Police by calling 650-3911 (see above)

If the shooting is occurring outdoors, the following actions are recommended:

- Move inside a building, if possible, and follow the recommendations above.
- If you cannot go inside, try to hide behind something solid.
- Run away from the sounds of shooting, if you can do so without increasing your risk.
- Notify University Police by calling 650-3911 (see above).

If you are caught in the immediate area and escape is not possible, the following actions are suggested:

- Play dead if you cannot get away – assume a prone position and lay as still as possible.
- If you are caught by the intruder and are not going to fight, obey all commands and avoid eye contact.
- Fight – your last option if you are caught in the open and in close proximity to the shooter is to fight back. This is dangerous and not recommended, but could be your only option. Do anything you can in an attempt to disable or slow down the aggressor. You can use many types of items as weapons: books, trash cans or other small items.