

# EMERGENCY PROCEDURE – VIOLENT SITUATION ON CAMPUS

## WHAT IS A VIOLENT SITUATION?

A violent or armed intruder on campus who is actively engaged in killing or attempting to kill people in a confined and populated area.

## HOW WILL I KNOW A VIOLENT SITUATION IS OCCURRING?

- » Emergency notifications on campus are distributed through the WatSAFE app [uwaterloo.ca/watsafe](http://uwaterloo.ca/watsafe)
- » Notification via your desktop computer
- » uWaterloo website [uwaterloo.ca](http://uwaterloo.ca)
- » In person notification by police

## IF THE SITUATION IS NOT OCCURRING NEAR YOU, THEN TAKE THE NECESSARY STEPS TO SECURE YOURSELF IN A SAFE LOCATION AS FOLLOWS:

1. Move immediately to the nearest room you feel is safe with as many people as possible;
2. Lock and barricade the door;
3. Turn off the lights or maintain minimal lighting;
4. Cover all windows with blinds, curtains, etc.;
5. Keep back from windows and doors;
6. Lie flat on the floor or take cover out of sight;
7. Mute cell phones;
8. Keep calm and quiet; and
9. Stay in the room until police arrive. Remember it may be several hours before you can be safely evacuated.

## WHO TO CALL?

Call 911 and University Police 519-888-4911, or ext. 22222.

## WHAT IF SOMEONE IS INJURED?

- » Call 911 and University Police 519-888-4911, or ext. 22222 and inform them of the situation and your location.




## WHAT TO REPORT? WHEN CONTACTING AUTHORITIES, REPORT THE FOLLOWING:

- » Your specific location, building name and office/room number;
- » The number of people at your specific location;
- » If there are injuries, the number and types of injuries; and
- » If you have seen an assailant or identified a threat:
  - location and number of suspects;
  - direction of travel;
  - their clothing and description;
  - their identity if known;
  - any weapons or accessories (e.g., backpack); and
  - any unusual or threatening sounds (e.g., gunfire or explosion).

## WHAT IF FIRE ALARM SOUNDS?

- » DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder.
- » Remain calm in your secure area, if safe to do so.
- » In case of fire, follow Fire/Evacuation procedures.

## IF THE SITUATION IS OCCURRING NEAR YOU, PLEASE FOLLOW THE SAFEST COURSE OF ACTION AS FOLLOWS:

GET OUT	HIDE	FIGHT
if possible	if escape is not possible	only as a last resort
		

- » **GET OUT:** Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be on campus. If you hear something that could be gunshots, don't wait: get out.
- » **HIDE:** Hide if you don't know exactly where the shooting is happening or it's too late to escape safely. Follow the above procedure 1-9 to secure yourself in a safe location.
- » **FIGHT:** Fighting is your absolute last resort. You would only confront a violent or armed intruder if you somehow became trapped in a space with no escape. A violent or armed intruder typically doesn't respond to reason so you must assume they intend to harm you. Find an object you can use to strike the shooter with; trip them with a chair; be as aggressive as you can; do anything you can to stop them.

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