1. If you witness any armed individual on campus at any time, or if an individual is acting in a hostile or belligerent manner, immediately contact UPD at 468-2608.

2. If the armed subject is outside the building:
   - Turn off all the lights. Close and lock all windows and doors.
   - If you can do so safely, get all students on the floor and out of the line of fire.
   - Move to a core area of the building, if safe to do so, and remain there until an “all clear” instruction is given by an authorized known voice.
   - If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
   - Unknown or unfamiliar voices may be misleading and designed to give false assurances.

3. If the armed subject is inside the building:
   - If it is possible to flee the area safely and avoid danger, do so.
   - Contact UPD at 468-2608 with your location if possible.
   - If flight is impossible, lock all doors and secure yourself in your space.
   - Get down on the floor or under a desk and remain silent.
   - Get students on the floor and out of the line of fire.
   - Wait for the “all clear” instruction.

4. If the armed subject comes into your class or office:
   - There is no one procedure authorities can recommend in this situation.
   - Attempt to get the word out to other staff if possible, and call UPD at 468-2608 if that seems practical.
   - Use common sense. If hiding or fleeing is impossible attempt to negotiate with the individual.
   - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
   - Remember, there may be more than one active armed subject.
   - Wait for the “all clear” instruction.
   - Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
   - In case you must flee, get as far away from the scene as possible and then contact authorities.

Contact
Stephen F. Austin State University
Police Department
At 936-468-2608 or visit
www.sfasu.edu/upd