

Stephen F. Austin State University Police Department



Safety Protocol

Armed Subjects

Safety Protocol

- 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

