

***UAA University Police Department***  
**INCIDENT ACTION PLAN FOR EMPLOYEES & STUDENTS**  
**"Active Shooter on Campus"**



**Reduce Criminal Access to You:**

- lock and barricade doors
- stay out of sight
- turn off lights and PC monitors
- close window blinds
- take cover behind heavy furniture
- do not tie up cellular telephone circuits except to report your situation to police

**Call UPD** at 911 and give the Emergency Dispatcher:

- your location and number of occupants of the room.
- Description of suspect(s)

**Leaving a Secure Area:**

- a shooter will generally need to be stopped by an outside force such as University Police or APD special weapons personnel
- consider your risks before leaving
- when in doubt, stay put and wait for instructions from emergency responders

**What to Expect from the Police:**

- police will first work to stop the shooter
- police will then seek and evacuate any wounded victims
- police will then contact & identify everyone in the facility, arranging for medical care, interviews, and counseling
- evidence of criminal activity will need to be gathered

