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## Adelphi University Emergency Operations Plan Hostile Intruders and Lockdowns

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## INTRODUCTION

Over the past several years, there have been a number of violent acts committed against university communities across the country. While Adelphi University has been fortunate not to experience such an occurrence, it is prudent and responsible to set forth guidelines to address the response and management of a hostile intruder incident. Although the probability of such an incident occurring on campus is minimal, preparedness is important for survival in a hostile intruder encounter.

### 1. Run, Hide, Fight

Quickly determine the most reasonable way to protect your own life. Remember that indecisive or panicked individuals are likely to follow the lead of someone more calm and assertive during an active shooter situation.

How to respond if an active shooter is in your vicinity;

- **RUN**
  - If there is a safe escape path, attempt to evacuate
  - Prevent others from entering the area
  - Evacuate whether others agree or not
  - Meet at a predetermined area, do not leave campus
  - Leave your belongings behind
  - Call 911 when you are safe
  - Help others escape if possible
- **HIDE**
  - Lock and/or blockade the door
  - Hide behind large objects
  - Silence your cell phone
  - Remain very quiet
- **FIGHT**
  - Attempt to incapacitate the shooter
  - Act with physical aggression
  - Improvise weapons
  - Commit to your actions
- **When Law Enforcement arrives on the scene:**
  - Do exactly as the team of officers instructs
  - Do not approach the officers
  - Keep your hands visible, fingers spread, and empty.



# Adelphi University Department of Public Safety & Transportation Hostile Intruder Safety Guidelines

## How to respond when a hostile intruder is in your vicinity:

1



### **RUN**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

2



### **If you can't run, HIDE**

- Hide in an area out of the intruder's view.
- Block entry to your hiding place and lock the doors.
- Silence your cellphone.

3



### **As a last resort, FIGHT**

- Fight as a last resort and only when your life is in danger.
- Act with physical aggression and throw items at the intruder.

**CALL 911 only when it is safe to do so.**

## How to respond when law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e. bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

## To reach Adelphi Public Safety:

- From your cellphone: 516.877.3511
- From any campus phone: Dial 5

**PROGRAM THIS NUMBER INTO YOUR PHONE NOW.**

Contact the Department of Public Safety & Transportation for training on hostile intruder response or visit [safety.adelphi.edu/policies/emergency-operations-plan/](http://safety.adelphi.edu/policies/emergency-operations-plan/) for more information.

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## 2A HOSTILE INTRUDER(S) IN A RESIDENCE HALL

When a hostile person(s) is actively causing death or physical injury or the imminent threat of death or physical injury within a residence hall, recommend the following actions should be implemented:

- Lock yourself in your room and call the police by dialing 911.
- If in-house telephones are available for communication to notify public safety, dial #5 or extension 3511 or call 516 877-3511.
- Call a personal contact and give your location.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall.
- **Do not sound the fire alarm.** A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- When and where available lock your window(s) and close blinds or curtains.
- Stay away from the window (when possible).
- Turn all lights and audio equipment off.
- Turn off cell phones or place on vibrate.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in the open such as hallways and lounge type areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take.
  - If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, use trees, vehicles or any type of object to block your view from the residence hall as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  - You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the residence hall looking for more victims.
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
  - The last option you have, if caught in an open area in the residence hall, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  - If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
  - Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow. The police may not know who the shooter is or if there are multiple shooters.



## 2B HOSTILE INTRUDER(S) IN A BUILDING OTHER THAN A RESIDENCE HALL

When a hostile person(s) is actively causing death, serious physical injury or the threat of imminent death or serious physical injury to person(s) within a building other than a residence hall, the University recommends the following actions be implemented:

*While these guidelines refer primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.*

- When and where available, faculty and staff should immediately lock the students, staff and themselves in the classroom or office and call the police by dialing 911.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If in-house telephones are available for communication to public safety, dial #5 or extension 3511 or call 516 877-3511.
- Call a personal contact and give your location.
- **Do not sound the fire alarm.** A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- When and where available, lock the windows and open the blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio and video equipment.
- Turn off cell phones or place on vibrate.
- Try to remain as calm as possible.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office if you cannot safely escape from the building.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
  - If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help in any way you can and warn others.
  - You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
  - Your last option, if you are caught in an open area in a building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  - If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
  - Once the police arrive, obey all police commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.



## **2C HOSTILE INTRUDERS(S) ON THE GROUNDS OF THE UNIVERSITY.**

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious injury to person(s) on the Adelphi University grounds, recommend the following procedures be implemented:

- If possible, run away from the threat as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything else to block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others. Call the police by dialing 911 when safe to do so.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending upon your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- Once the police arrive, obey all police commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

While these guidelines cannot cover every possible situation that might occur, they can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

**Note: When safe to do so, call the police by dialing 911.**



## 2D LOCKDOWN / SHELTER IN PLACE PROCEDURES FOR THE DEPARTMENT OF PUBLIC SAFETY AND TRANSPORTATION

**Purpose:** To minimize the exposure of the University community and Public Safety personnel to a dangerous condition in the event of an active shooter, suspected active shooter or similar emergency necessitating the “Lockdown” of a building(s) or the entire campus.

**Definition:** A “Lockdown” is the temporary sheltering in place technique utilized to limit exposure to a “Hostile Intruder”, bomb threat, severe weather condition or similar emergency incident. When alerted, occupants of any building within the subject area, when possible, will lock doors and windows not allowing entry or exit to anyone until an all clear has been issued. In an extreme situation furniture can be used to barricade a door.

**Procedure:** Upon notification to the Department of Public Safety and Transportation of an imminent threat to the campus community, including possible shots fired, Public Safety will immediately notify the Police Department.

### Useful Hints

1. Always know at least two (2) escape routes and emergency exits from your building.
2. If practical, take time to focus on a mental picture of the route you intend to use to exit your building.
3. Never think that it is probably just another drill.
4. [Please click here more information on how to utilize door lock assemblies](#) or visit <https://www.youtube.com/watch?v=OISNycRAIio>

**Note:** Also see Section 2: *Procedures for the Evacuation of Campus Buildings*

