Active Shooter/ Hostile Intruder

**Remember:** Individuals should use their discretion during an active-shooter incident as to whether it might be safer to run or remain in place. However, best practices for an active-shooter event are listed below.

**IF YOU WITNESS A CRIME AND IT IS SAFE TO DO SO:**
- **Call 911 or the UTEP Police Department at 747-5611 immediately**
- Identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

**IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE:**
- Stay inside the classroom/office.
- If possible, close and lock the outside door.
- Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If possible and safe to do so, report the location of the assailant to emergency personnel.
- **Under no circumstances** should the fire alarm be activated. Persons may be placed in harm’s way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building, or
  - You have been advised by a Police Officer/UTEP Police Department to evacuate the building.

**IF SUSPECT IS IN CLOSE PROXIMITY:**
- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection. Individuals should use their discretion about when to engage a shooter to survive.

**IF OUTSIDE WHEN A SHOOTING OCCURS:**
- Drop to the ground immediately and lie face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from police personnel.