

Armed Individual(s)

If you witness any armed individual on campus at any time, immediately contact USU Police at 797-1939 or 9-1-1 and give the location of the individual and what he is wearing.

If the individual is **outside a building**:

- ✓ Turn off all the lights and close and lock all doors and windows.
- ✓ Contact USU Police at 797-1939 or 9-1-1 and give them the location of the individual and what he is wearing.
- ✓ If you can do so safely, get everyone down on the floor and out of the line of fire.
- ✓ Move to a core area of the building if safe to do so. Remain there until an “all clear” instruction is given by an authorized, known voice.
- ✓ If you don’t recognize the voice, stay where you are.
- ✓ Unknown or unfamiliar voices may be misleading and designed to give false assurances.

If the individual is **inside a building**:

- ✓ If it is possible and safe to do so, flee the building to a safe location far away.
- ✓ Contact USU Police at 797-1939 or 9-1-1 and give them the location of the individual and what he is wearing.
- ✓ If flight is impossible, lock all doors and secure yourself in your space.
- ✓ If you are in a classroom without a lock on the door, use furniture to block the door.
- ✓ Get everyone down on the floor or under a desk and remain silent.
- ✓ Wait for the “all clear” instruction.

If the armed individual **comes into your class or office**:

- ✓ There is no one procedure that authorities can recommend in this situation. Every situation is unique.
- ✓ Attempt to alert others of the problem and call USU Police at 797-1939 or 9-1-1 if that seems practical.
- ✓ Use common sense! If hiding or fleeing is impossible, attempt to negotiate with the individual, listen to him, and try to give him what he wants.
- ✓ Attempting to overcome the armed individual with force is a last resort that should only be initiated in the most extreme circumstances.

- ✓ Remember, there may be more than one armed individual.
- ✓ Wait for the “all clear” instruction.
- ✓ Be careful not to make any changes to the scene of the incident. Law enforcement authorities will investigate the area later.
- ✓ In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

SUSPECT DESCRIPTION

Physical Description

Male or Female _____

Race _____

Height _____

Weight _____

Hair Color _____

Facial Hair _____

Glasses _____

Scars _____

Tattoos _____

Clothing Description

Jacket Color/Markings _____

Shirt Color _____

Pants Color _____

Hat _____

Weapon Description

Guns _____

Knives _____

Explosives _____