

Perpetrators in these situations are unpredictable and may create panic and chaos at the location. This makes it difficult to establish a specific plan of action. Therefore, you must be aware of certain guidelines when making your decisions.

If confronted:

1. Stall for time and create distance between you and the suspect.
2. Do not be aggressive or use aggressive body language.
3. Do not try to disarm an armed individual.
4. Remain calm and understanding. Listen intently to what the person has to say.
5. Take mental notes of what the suspect is wearing, weapons you see, what the suspect says.
6. Do not attempt to protect personal belongings.
7. Dial (9) or (989) 911; leave the telephone off the hook if you cannot talk.

If exiting is unsafe or threat is outside your area:

1. Lock doors/windows and turn off lights.
2. Stay away from the suspect's line of sight.
3. Place a message in the window or under the door to describe your situation.
4. Dial (9) or (989) 911.

If evacuating away from suspect's location:

1. Stay close to walls and avoid wide open areas.
2. If there is a shooting, run in a zigzag pattern.
3. Seek safe shelter and dial (9) or (989) 911 or notify an appropriate official of the incident ASAP.

If law enforcement is present, they will be armed and moving quickly:

1. Identify yourself.
2. Keep your hands visible and above your head.
3. Listen carefully to law enforcement instructions and follow them.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

HOSTAGE SITUATION, SUSPECTED TERRORIST, VIOLENT INTRUDER