Safety Protocol: Armed Subjects

1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact The Police by dialing 911.

2. If the armed subject is outside the building:

- Turn off all the lights and close and lock all windows and doors. If you can do so safely, get all students on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

3. If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact the Police at 911 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the "all clear" instruction.

4. If the armed subject comes into your class or office:

- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, call 911 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the "all clear" instruction.
- Be careful not to make any changes to the scene of the incident since 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.

Safety Protocol: **Active Shooter**



Safety Protocol: Disruptive Individuals

1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to armed subjects protocol.
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- The individual who appears to be intoxicated or under the influence of a controlled substance.

2. What action should I take?

- A. Contact the Police at 911.
- **B.** Give your name and campus location with a brief explanation of the situation.
- **C.** Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

3. Express your authority with non-verbal cues:

- Sit or stand erect
- Square your shoulders
- Smile and make eye contact
- Speak clearly and distinctly
- Maintain a constant voice volume— not too loud

4. Cues to avoid:

- Observe the individual's personal space—do not stand too close
- Do not touch the person
- Do not slouch, glare or sigh at the individual

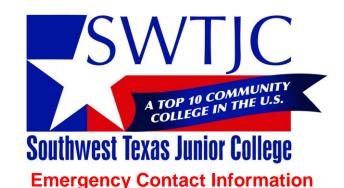
5. Anger management tactics:

- Get their attention: Use their name, ask them to sit down
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening
- Get them moving: Offer a chair, move them to a private area if possible
- Offer assistance: Use the word "we" to include them in the solution process
- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand

Southwest Texas Junior College 2401 Garner Field Road Uvalde, Texas 78801-6297 830.278.4401 WWW.SWTJC.EDU e-mail: Police@swtjc.edu

CAMPUS SIREN SYSTEM

Uvalde, Del Rio and Eagle Pass have mass notification outdoor siren systems installed. If you hear a siren sound on campus, gather in a group if possible and secure yourself in a safe location quickly as possible until an Emergency Responder comes to get you.



- 1. Life/Death Emergency: Call 911 (Identify
- 2. During regular hours: Call the switchboard Operator immediately-Dial 0 when using a campus phone or 830.278.4401 (Identify building/location on campus. Radio contact will be made to the appropriate police or response unit).
- 3. Campus Emergency Numbers:

building/location on campus).

Nurse's Office - 7204 Campus Police - 7333 (Identify building/location on campus).

4. Other Emergency numbers:

Uvalde (830) 278-4401 Del Rio (830) 775-1612 Eagle Pass (830) 758-0022 Crystal City (830) 374-3378

When in doubt, call 911 or SWTJC Campus Police (Uvalde) 591-7333

Non-Emergency

Uvalde Police Department: (830) 278-9147 Poison Center 1-800-299-4099 Or 1-800-POISON1

5. When calling "KEEP CALM" and: tell where the emergency happened: tell what has happened: tell who you are: tell what kind of help is needed:

Report Suspicious Activities,

SUSPICIOUS ACTIVITY- FOLLOW YOUR INSTINCT!

One of the most important roles you have as a member of our community is to report suspicious activity.

How do you determine what is suspicious? A suspicious activity is when a person's conduct or action does not fit the normal day-to-day activity of our campus- an occurrence that is out of place and should not be happening on our campus.

REMEMBER- If you observe something unusual or think something looks 'wrong', report it.

DON'T HESITATE TO CALL 911! FOLLOW YOUR INSTINCT! You WILL NOT get in trouble with the police- and you WILL be doing a service to your community!

TRY TO REMEMBER THE FOLLOWING:

What happened?

Time and place?

Was anyone hurt?

Description of suspect(s)

Description of vehicle(s)

License plate number

Time and direction of travel

Additional details and circumstances