Active Shooter Procedure
USG Procedure | Approved April 2009, Amended November 2017

I. Purpose and Applicability
This procedure is designed to provide individuals with suggestions on how to better protect themselves during active shooter and/or hostage situations.

II. Definitions
a. Active Shooter: an individual or individuals who are actively discharging a firearm on campus, regardless of the intended target(s).

III. Procedure Statement
Active shooters can be one of the most dangerous and chaotic events on any college campus. Since USG has no armed police or security staff, we are dependent on the Montgomery County Police to respond and neutralize the thread. However, members of the community can take steps to help protect themselves during such a crisis. An active shooter situation can frequently lead to a hostage situation where community members are held against their will by an armed assailant. Follow the procedure below in order to better protect yourself during these crises.

IV. Procedure
A. Visit the web-link below to view a six-minute video funded by a Homeland Security grant. This video provides a clear set of priorities for anyone who might become involved in an active shooter incident. When a situation like this occurs, you can react more quickly if you have given it some prior thought and have a simple plan in mind. This video provides information and an opportunity to think about what you would need to do if faced with this situation.

https://shadygrove.umd.edu/campus-resources/public-safety/active-shooter-info-video

B. Quick Response Guide
   a. Run
      • Run away from the sound of gunfire.
      • Leave the building and keep moving away from the building to find shelter.
      • Have your hands visible to responding police.
      • Do not expect responding police to stop and help you.
      • After you’ve reached safety, call 9-1-1 and report what has occurred and anything you may have observed.

   b. Hide
• If possible, lock doors.
• Turn off lights.
• Close blinds.
• Silence cell phones.
• Block windows.
• Turn off radios and computer monitors.
• Keep companions calm, quiet, and out of sight.
• Keep yourself out of sight and take adequate cover, if possible, i.e. concrete walls, thick desks, or filing cabinets.

c. Fight
• You are in the immediate defense of your life.
• Use anything and everything that you can to overcome and subdue the shooter.

B. Hostage Situations
a. If you hear or see a hostage situation
   • Immediately remove yourself from danger
   • Notify the policy by calling 911 and provide the location of the incident, the number and description of hostage takers, the number of hostages and your name, location and phone number.

b. If you are taken hostage:
   • Remain calm, be polite and cooperate with your captors
   • Do not attempt escape unless there is an extremely good chance of survival
   • Speak normally. Do not complain, avoid being belligerent and comply with instructions
   • Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
   • Observe the captor and try to memorize their physical traits, clothing or other details that can help provide a description.
   • Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
   • If forced, present demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
   • Try to stay low to the grown or behind cover away from windows or doors.