

Office of Campus Safety

Mercy College Community Response Guidelines for an Active Shooter, Armed Assailant and Campus Lockdown

Campus Lockdown

If ever a dangerous situation develops that poses a serious threat to the College community and jeopardizes the safety of students or employees, campus managers will be advised by the Director of Security to initiate an internal lockdown.

This process will require all College employees and students to remain within the building(s) and close the campus to entry by anyone other than emergency responders. During a lockdown all students, faculty and staff must remain in the classrooms or offices they were at the time of the lockdown unless directed otherwise by the Director of Security. No one will be permitted to leave or enter the campus.

Active Shooter or Armed Assailant

An active shooter or armed assault on campus will involve one or more individuals intent on causing physical harm to students and staff. This individual may possess a firearm, knife, bomb or any other dangerous instrument capable of causing serious physical injury or death.

The following guidelines can help reduce your personal risk in the unlikely event that an “**active shooter**” or **armed assailant** incident should occur on our campus. All members of the Mercy College Community will need to exercise their best judgment in applying these guidelines if such an incident should ever occur.

It is difficult to set forth the exact procedure to follow in every emergency situation since each emergency will present a different scenario. It is, however, possible to provide guidelines to best contend with certain threats. If you are outside a building (if an event should occur) you should take immediate cover, preferably inside a building, circumstances permitting. If you are in a building when an event occurs, you should:

Secure immediate area:

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep yourself out of sight and take adequate cover/protection
- Silence cell phones

Contact Authorities:

- **In the case of an armed assailant call emergency 911 immediately**
- Contact Campus Safety and/or Campus Management

Be aware that Campus Safety numbers may possibly be overwhelmed with call volume. Program all Campus Safety and Campus Management numbers into your cell phone as a backup. E-mail may be an option if, under the circumstances, you are unable to speak.

What to Report:

- Your specific location- building name, address and office/room number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s)-location, number of suspects, race/gender, clothing description, physical features, type of weapons, shooters identity if known, etc

What to Do

- Evacuate or shelter in place - in the absence of official direction decide where it is safest to be and remain there
- Clear everyone from hallways and bathrooms immediately
- Close and lock all doors and windows, if possible, pull down shades and turn off the lights
- Tell everyone to get down on the floor up against an interior solid wall and remain quiet
- Faculty, staff and students will remain in LOCKDOWN until given the "All Clear" by law enforcement on the scene
- Do not take unnecessary chances and do not panic
- Share all relevant information with law enforcement and college officials
- During and after the crisis, to the extent that it is safe, keep with you what is on your person, do not pick anything up and do not go back for anything until after receiving permission
- If able to do so safely provide assistance to injured persons
- Calm and reassure others
- Follow college, law enforcement or other emergency response personnel directions about where to go or remain

Police Response:

- Objective is to engage assailant(s) immediately
- Evacuate victims
- Facilitate follow up medical care, interviews and processing of crime scenes
- Investigation

Remember –

Your primary objective is to protect yourself as best you can, and this can be accomplished by evacuating safely or sheltering in place. Evacuating means getting away from the threat and sheltering in place means locking yourself in a secure area that

will help prevent you from having an encounter with the attacker. These options will be totally dependant on the situation at hand.

When possible, evacuate the building if it appears safe to do so. This may need to be through a window or back door. The safest exits in an emergency may not be the main hallways or doors -- well-marked exits could be targets for potential shooters. It is crucial not to assume help will quickly come to evacuate the location as active-shooter incidents are the most chaotic, confusing and difficult scenes to manage.

First responders' priority will be to contain the shooter. If you are able to and decide to flee the building, have an escape route in mind and bring a cell phone.

However, if there are no safe escape routes a lock down might be a better choice. Notify the police immediately telling them where you are and who is with you and conceal yourself in a room that can be locked or barricaded. Turn off the lights and stay away from doors and windows creating the impression that no one is there.

When the police arrive, move slowly, keep your hands visible and follow their instructions.

Remember, in any emergency situation remaining calm and thinking clearly will help you react in a manner to best protect yourself. Never take unnecessary chances and call for assistance immediately.

**In the case of an armed assailant always call emergency 911
immediately!**