**Potential Situations**

- Lock and barricade doors if possible.
- If the area cannot be secured, and if you can safely do so, move to an area that can be secured such as an office or classroom.
- Turn off lights.
- Close blinds/Block windows.
- Silence cell phone and keep it in your hand.
- Get on the floor and away from windows and doors.
- Keep yourself and others calm, quiet, and out of sight. Take adequate cover or protection from bullets; e.g., concrete walls, thick desks, filing cabinets.

**Emergency Contacts**

- Call Spokane Police: 911.
- Then call Campus Public Safety & Security at 509.313.2222 or ext. 2222.
- Bluelight phones are a direct line to Campus Security.

**Report to Authorities**

- Your specific location: building and office or room number, including the floor.
- Number and location of assailants, shooters' identification (if known), including: gender, physical features, clothing description, and other information such as weapon type, separate gunfire, explosions, etc.
- Number and type of injuries; number of people at your specific location.

**Points to Consider**

- The shooter will not stop until engaged by law enforcement. Be prepared to confront the threat.
- Attempt to rescue people only if it can be accomplished without further endangering self or others.
- Be cautious when evacuating due to a fire alarm – it may draw people into the line of fire. *(Applies when threat is known)*
- If you decide to flee because you are in the open and cannot find a safe place or because you decide it is safer to flee:
  - Have an escape route and plan in mind.
  - Do not carry anything with you.
  - Keep your hands visible to the police.

**Spokane Police and SWAT Response**

- Police will first engage the shooter(s) before rescuing people.
  - Rescue efforts will be delayed until the shooter is located and stopped or no longer a threat.
  - Be prepared to follow law enforcement instructions and keep hands visible at all times.
- If you are wounded or with someone who is wounded, wait for rescue teams to aid you and others.
  - Police will bypass you to search for the shooter and stop the threat.
- Remain calm, follow instructions
  - Wait for an “all clear” signal or message before emerging from a secure area. Message will be delivered by ZagAlert, email, PA system, law enforcement and/or Campus Security.

**Remember:** This is a crime scene. Do not disturb possible evidence. Expect that the police will want to question you.