

DEPARTMENT OF CAMPUS SAFETY

Community Response Checklist Responding to an active threat on campus

Your goal is to create space between yourself and the threat. If you can safely get out of the building, get away as quickly as possible.

Always know where the exits are located.

If you can not safely exit, follow these steps:

Secure immediate area:

- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete wall, thick desks, filing cabinets).
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing an area:

- Consider risks before un-securing rooms
- Remember, the threat may not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.



Contact Authorities:

- Call 911 immediately
- 605.274.4014 DCS (non-emergency line)

Be aware that the 911 system will likely be overwhelmed. Program the Augustana DCS line (605.274.4014) into your cell phone.

What to Report:

- Your specific location — building name and office/room number
- Number of people at your specific location
- Injuries — number injured, type of injuries
- Assailant(s) — locations, number of suspects, race/gender, clothing, description, physical features, types of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc

Police Response:

- Objective is to immediately engage the threat(s)
- Keep in mind the police will consider everyone a potential threat, keep your hands up in plain view for them to see.
- Evacuate victims