ACTIVE SHOOTER

In response to a report of a shooting, the following is recommended:

1. Get everyone to lie down away from windows. Lock and/or block doors in place.

2. Call 911 (or 9-911 from a campus phone). Then notify Campus Security at ext. 2400 or (805) 730-4200. Try to remain calm.

3. Do not evacuate rooms or buildings if you are safely secured unless told to do so by Police or unless it is absolutely clear that it is safe to do so.

4. If you must flee the immediate area of gunfire, run in a zigzag pattern and try to utilize any obstructions between you and the gunfire. Try not to run down a long hallway.

5. If you are in an open area, move swiftly away from the sound of gunfire and find a safe cover position. Try to get inside or behind a building.

6. Wait and listen for directions from Police.

7. Additional information is located at http://www.sbcc.edu/security/emergencyprocedureinformation.php.

Violence or Crime in Progress

1. Do not put yourself at risk.

2. Do not interfere with persons committing the crime or creating the disturbance.

3. If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, call Police at 911 (or 9-911 from a campus phone) and Security at (805) 730-4200 immediately with the following information:

   • Nature of Incident
   • Location of Incident
   • Description of person(s) involved
   • Location of person(s) involved
   • Your name, location, department and phone number

4. If personal safety allows, try to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known.

5. Remain where you are until a police officer arrives.