

# DePaul University

Guidelines – How to Respond to:

Threats of Violence

Targeted Violence on Campus

Active Shooter on Campus

## **Threats of Violence/Targeted Violence on Campus**

Through a constant vigilance, DePaul University Public Safety Department strives to maintain a peaceful and safe environment for students, faculty, staff, visitors and neighbors, and to protect university property.

It is very important that the university community prepare for threats of violence/targeted violence on campus, including an active shooter. One of the best ways to prepare for a violent event is to be well informed and participate in the constant exchange of relevant information. Commitment to a safe and secure campus by the DePaul community (students, faculty, staff and neighbors) will better enable the university to mitigate and prevent targeted violence on our campus.

An individual, who perpetrates a targeted act of violence, directs his/her aggression towards innocent victims with the immediate threat of death and/or injury. These events are unpredictable and evolve very quickly requiring the immediate response of law enforcement.

The following guidelines cannot cover every possible situation that might occur during a violent event, but they might help you navigate through such a violent situation. The following are guidelines on how you can respond:

- Before a Violent Event - Coping, Encountering Threats of Violence
- During Targeted Violence/Active Shooter Event
- Public Safety and Law Enforcement Response to Targeted Violence/Active Shooter
- Safety Videos – DePaul Public Safety web site

### **HOW TO RESPOND**

#### **Before a Targeted Violence/Active Shooter Event, Encountering /Coping with Threats of Violence**

The following guidelines address violence in the workplace and can be adopted when encountering a threatening situation.

For an angry or hostile person:

- Stay calm;
- Listen attentively;
- Maintain eye contact;
- Be courteous;
- Be patient; and
- Try and keep the situation under control

For a person shouting, swearing, or threatening:

- Signal to a coworker, that you need help (duress alarm, panic button, etc.);
- Do not attempt to make any calls yourself while the person is still yelling at you; and
- Have someone call Public Safety.

For someone threatening you or others with a gun, knife or any other weapon:

- Stay calm;
- Quietly signal for help;
- Maintain eye contact;
- Stall for time(for example: ask questions about themselves, play hurt, start crying, lead them away to another place);
- Keep talking, but follow any instructions from the person who has the weapon;
- Never try to grab a weapon; and
- Watch for a chance to escape to a safe area; then do so.

#### General Safety Tips

- Whether working on campus or attending class, take ownership of making sure your location is safe;
- Be aware of your surroundings (location of exits, doorways, windows, phones, etc.) at all times;
- Immediately report suspicious persons to DePaul Public Safety;
- Program the DePaul Public Safety emergency number into your cell phone contacts log right now; you never know when you might need it; and
- Be aware of the location of blue emergency phones located around campus

#### Guidelines for Targeted Violence/Active Shooter Event

Targeted violent incidents, such as an active shooter, can occur on university property or within close proximity of the campus with little or no warning. An active shooter is considered to be a person whose actions are causing (or attempting to cause) serious injury or death, and has not been stopped or contained. Active shooters situations are dynamic in nature and demand an immediate response to the situation by law enforcement in order to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter is dictated by specific circumstances of the situation. If you find yourself in an active shooter situation, try to remain calm; Your actions or lack of action may influence others. Trust your instincts, and **call 911 first, then 773-325-7777 if you are on the Lincoln Park Campus, or 312-362-8400 if you are on the Loop Campus.**

#### General Guidelines to Remember:

- Remain calm;

- Trust your instincts;
- Act smart;
- Make good decisions;
- Take care of yourself; and
- Take care of others.

## Immediate Actions

### Shelter in Place/Lockdown

A proactive action is to remain inside a building in order to avoid external hazards such as severe weather, a hostile intruder or a hazardous material release. When *Shelter in Place* or *Lockdown* is warranted, you will be advised by police, or university officials, via DePaul's notification system (DPU Alert), the University web site, or other appropriate communication methods.

General action steps to take for either *Sheltering in Place* or a *Lockdown* during an active shooter situation are:

- Stay where you are or go into the nearest room with a door;
- Secure the immediate area, be that a classroom, residence hall room, office or restroom;
- If able, lock or barricade the door, using whatever is available, such as: a desk, tables, file cabinets, chairs; or any other large objects;
- After securing the door, stay behind any barriers away from the door as much as possible;
- If an assailant enters your room and leaves, lock or barricade the door behind him/her; and
- When it is safe to do so, allow others to take refuge with you.

Take appropriate steps to reduce your vulnerability by:

- Turning out lights;
- Closing blinds or curtains;
- Closing or blocking any windows;
- Turning off radio and computers;
- Silencing cell phones;
- Placing signs in exterior windows to identify your location and the location of injured persons; and
- Keeping people calm and quiet.
- After securing the room, people should be positioned out of site and behind items that might offer additional protection, such as walls, desks, filing cabinets, bookshelves, etc.
- Do not sound a fire alarm, as this may cause others to flee the *buildings*, thereby placing them at risk.



- Wait for an all clear message from authorities.

If you find yourself in an open area, unsecured area immediately seek protection:

- Put something between you and the threat.
- Consider escaping-if you know where the threat is and there appears to be a safe escape route immediately available to you.
- If in doubt, find the safest area available and secure it the best way you can

DePaul Emergency Phone Numbers:

**911- Chicago Police Department**  
**Lincoln Park Campus-773-325-7777**  
**Loop Campus – 312-362-8400**

In a targeted violence event, emergency phones may be over whelmed during the incident. Keep trying All emergency situations should be reported to DePaul Public Safety at the above numbers. Be prepared to provide the following information to the dispatcher in a calm manner.

- A description of what is taking place;
- Your location, building name and room number;
- The number of people at the location;
- Injuries if any, including the number who are injured and the types of their injuries;
- Your name and any other information as requested;
- What you may have heard or seen;
- Specific location of assailant;
- Number of assailants;
- Gender, age and race of assailant ;
- Clothing, color and style;
- Physical features such as height, weight, facial hair, glasses, etc.;
- Type of weapon such as handgun, rifle, shotgun, explosives, etc.;
- Description of any backpack or bag that might be suspicious; and
- Whether or not you recognize the assailant.

### **DePaul Public Safety/Law Enforcement Response**

DePaul Public Safety, along with the Chicago Police Department, will immediately respond to the scene. Their purpose will be to stop the threat as soon as possible. Chicago Police Officers will proceed directly to the area where the last shots were fired or heard.

It is the role of law enforcement to locate, contain, and stop the assailant. Your roll should be to:

- Remain inside a secure area;

- Remain calm and follow officer's instructions;
- Find the safest place, and if at all possible inside a secure room; and
- Because it is impossible to tell how any assailant will respond or react to law enforcement, provide information to law enforcement officers once they arrive on the scene.

## Evacuation

Responding officers will establish safe routes for persons to evacuate. Creating these routes out of the building may take some time. Remember to:

- Remain in secure areas until instructed otherwise;
- **Carefully listen to and comply with all verbal direction by law enforcement;**
- **Keeps your hands visible at all times;**
- Avoid making quick movements toward officers;
- Avoid pointing, screaming and/or yelling;
- Understand that you and/or your belongings may be searched, and realize that you will be escorted out of the building by law enforcement;
- Once you have been evacuated and have reached a safe location or assembly point, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so. You will not be permitted to retrieve any personal items or access the area until law enforcement releases the crime scene.

## Injuries:

The first officers on the scene will not stop to help injured persons. Expect that rescue teams comprised of additional officers and emergency medical personnel will follow only after the threat has been neutralized, which is the first priority of law enforcement officers who first respond to the scene.

## Safety Videos (DePaul Public Safety Website)

DePaul Public Safety Department strongly encourages the viewing of the video *Shots Fired on Campus-Guidance for Surviving an Active Shooter Situation*. This video provides valuable information that can assist individuals involved in violent situations. The video is on the DePaul Public Safety web site at <http://publicsafety.depaul.edu> Additional safety videos such as *Run, Hide and Fight* also can be found on line at <http://www.youtube.com/watch?v=5VcSwejU2D0>