

UMES POLICE DEPARTMENT

Community Response Checklist

- Active Shooter Incident -

Secure immediate area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and office equipment
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- 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 shooter will 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

Contacting Authorities:

- Use Emergency 9-911
- (410) 651-3300 UMES Police (emergency line)
- UMES Police email: campuspolice@umes.edu
- www.umes.edu/police

Be aware that the 911 system will likely be overwhelmed. Program the UMES Police non-emergency line (410) 651-6590 into cell phone for emergency use or consider e-mail. Email may be an option when unable to speak. Email is monitored by police personnel.

What to Report:

- Your specific location – building name 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 (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

