How to Prepare for and Respond to a Shooting Incident or Other Violence

The potential for a shooting or other violence exists on every university campus throughout the United States. Although the possession of firearms, explosives and other weapons on our campus is unlawful, their availability and past national and international incidents dictate the need for a response plan, in case a shooting or other violent attack occurs. This type of incident is unpredictable, and your immediate response depends on the situation you face. The following guidelines are developed based on best practices.

BEFORE AN INCIDENT

Program your cell phone to speed dial 209-CAT-COPS (209-228-2677)

Think about what you would do and discuss preparation with others in your area.

Become familiar with all exits of rooms you enter.

If you are concerned about someone’s behavior, immediately tell someone.

Campus Resources

For Everyone:
- **Police** (24 hours) **209-CAT-COPS** (209-228-2677)
- **TIP-LINE 209-CAT-TIPS** (209-228-8477) (24 hours anonymous)
- Student Response Team (SRT) members
  - Le’Trice Curl - 228-7881
  - Al Day - 228-4305
  - Allan Grimsby – 228-7862
  - Debra Kotler – 228-4266
  - Mike Parish – 228-4215
  - Greg Spurgeon - 228-2990
  - Or 24 hours 209-228-2677

For Faculty:
- Assistant Dean and/or Dean
- Academic Personnel 209-228-7948

For Staff:
- Supervisor
- Department Head
- Human Resources 209-228-8247
- Student Affairs (If student is involved)

For Students:
- Faculty, Lecturers and TAs
- Staff
- Office of Student Life 209-CAT-LIFE (228-5433)
- Counseling Center 209-228-4266
- Resident Assistants 209-228-4663 or (209-228-2677 24 hrs.)
• How To Respond in Case of a Shooting or Violent Incident

IF A SHOOTING or VIOLENT INCIDENT OCCURS IN A BUILDING

DO NOT PULL THE FIRE ALARM

If it is safe, exit the building immediately. We recommend the following:

• Move away from immediate path of danger.
• Take protective cover.

THEN

• CALL "9-9-1-1" from a campus telephone, or 209-CAT-COPS (209-228-2677) from a cell phone, or use a Blue Phone
• Give the dispatcher the following information:
  o Your name
  o Exact location of the incident
  o Number of shooters or other Violent people (if known)
    o Identification or description of the shooter/s, or violent person/s
    o Number of persons who may be involved.
    o Your exact location
    o Injuries to anyone,(if known)
• When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
• Police dispatchers are trained to obtain the necessary and required information for a proper emergency response. STAY ON THE LINE UNTIL THE DISPATCHER TELLS YOU TO HANG UP.
• Wait and listen for directions from the police.

If you CANNOT safely exit the building, the following actions are recommended:

• Go to the nearest room or office.
• Close and lock the door.
• If possible, barricade the door with heavy furniture.
• Turn off the lights.
• Close the blinds.
• Seek protective cover and stay on the floor.
• Keep quiet and act as if no one is in the room.
• Do not peek out the door or windows to see what may be happening.
• Do not answer the door.
• If safe to do so CALL "9-9-1-1" from a campus telephone, or 209-CAT-COPS (209-228-2677) from a cell phone.
• Stay where you are until contacted by police. FOLLOW POLICE DIRECTIONS

Phone calls, other than for emergency purposes, should be made only after the police have authorized the calls. A phone call to friends or family will bring onlookers, and concerned loved ones to the campus, perhaps unnecessarily placing more people in danger.