

UAF Police Department

Community response checklist

- Active shooter incident -



Secure immediate area:

- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and dim computer screens
- Keep calm, quiet and out of sight
- To protect yourself from gunfire, take cover behind thick desks, along concrete walls, and against filing cabinets.
- Silence cell phones
- If injured, place signs in exterior windows.

Leaving a secured area:

- Consider risks before leaving
- Remember, the shooter generally will need to be stopped by an outside force.
- Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call for help:

- Call **911**
- Use 474-7721 for non-emergency calls to UAF police
- Be aware that the **911** system may be overwhelmed due to the volume of calls. Program non-emergency police department line, 474-7721, into cell phones.

What to report:

- Your specific location- building name and office/room number.
- Number of people at your location
- Injuries- number injured, types of injuries.
- Information on assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle, shotgun or handgun), backpack, shooter's identity, number of shots fired, etc.

What to expect from police:

- Police will attempt to immediately engage assailant(s).
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

For more information call (907) 474-7721.

