

Active Intruder - Safety Tips

- Be vigilant. If someone in your work area or the building seems out of place and causes you alarm call the State Capitol Police at 0240 or dial 911. An officer will be dispatched to investigate.
- Maintain an awareness of your surroundings and your physical location in the building. Remember, from time-to-time you may be on a different floor, or in another building. Take notice and make a mental note of emergency exit signs and stairwells.
- Know where the conference rooms and lockable offices are in your work area. Always carry your Access/ID card and know what it opens. It is your key to safety in your work area. Routinely check electronic and mechanical door locks for proper functioning. If either are malfunctioning please contact the SCPD at 0240.
- Pay attention to loudspeaker announcements alerting you to an intruder in the building and follow directions. Unite with your co-workers and work as a team to help others to safety and fortify safe rooms.
- If the intruder situation is in your area, activate a panic button if possible and seek cover under a desk or behind a file cabinet etc., to avoid being seen by the intruder....be creative! If possible get to a lockable office or conference room.
- If the situation is not in your area get to a lockable office or conference room. If you are in a public area, take cover in a hearing room, restroom or other lockable area. If you are close to an exit door run outside. If not, get to the ground and make yourself the smallest target possible. Use your training, intuition and sense of survival to protect yourself.
- If you are in the garage or walkover leading to the LOB from the garage and cannot get to a lockable area, hide in your vehicle. If you cannot safely get to your vehicle conceal yourself between vehicles in a manner where you cannot be seen from the travel lanes of the garage or windows of the LOB. Do not attempt to leave the garage unless you are instructed by an SCPD police officer. Vehicles attempting to leave may hinder the progress of responding officers and also compromise the integrity of an established response perimeter.
- Once inside ensure that the door is locked. If it is not lockable, barricade the door with chairs, tables, boxes etc. Find cover or concealment and limit talking, noise, and remember no lights, TV or cell phone ringers. If possible position yourself toward the hinge side of the door in the event the door is forced open you will not be in view. Cover door windows if possible. Once locked in you will have to make decisions by group consensus if applicable. Based on your intuition and survival instincts decide whether or not to open the door to allow other people into the room.
- Remain in that room until a uniformed police officer escorts you out or a loudspeaker announcement gives an all clear. Do your best to remain calm as well as help and support others.
- If a situation involves gun fire occurring outside the building, take cover in an interior office if possible. Move away from the windows.

- In the event you notice somebody suspicious or hiding on campus call the State Capitol Police at (860) 240-0240 or from an emergency call box. If you are in the building call 0240 or dial 911 and provide as much information as possible. State Capitol Police Cruisers are identified on the roofs of the cars so you can look out from above and direct officers to the activity through the dispatcher.
- Report non-active (not occurring at the present time) suspicious activity on the SCPD website <http://cgalites/cop/suspiciousactivity.htm>