

## UC Irvine Police Department

### ACTIVE SHOOTER GUIDELINES

#### READ THESE GUIDELINES

If you witness any armed individual on campus at any time, immediately contact the Police Department via 9-1-1 or (949) 824-5223.

#### IF A SHOOTER IS OUTSIDE THE BUILDING:

- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get everyone on the floor and out of the line of fire.
- Move to a central and secure area of the building if safe to do so and remain there until an "all clear" instruction is given by someone you recognize.
- If you or the others you are with do not recognize the voice that is giving the instruction, you should not change your status. The shooter may attempt to lure you from your secured location. If possible call the P.D. and verify that emergency personnel are at your location.
- Follow the direction of Police Officers as you leave the building, as they may direct you to one collection point. Keep your hands on your head or open in front of you.

#### IF A SHOOTER IS INSIDE THE BUILDING:

- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.
- Dial 9-1-1 or (949) 824-5223 to give your location, if possible.
- Do not pull the fire alarm. This may work to the shooter's advantage by causing the occupants to funnel out of the building, increasing the number of potential targets.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get everyone else on the floor and out of the line of fire.
- If you encounter the Police, place your hands on your head or open in front of you, and follow their instructions.
- Wait for the "all clear" instruction from an emergency first responder.

#### IF THE SHOOTER COMES INTO YOUR CLASS OR OFFICE:

- There is no one procedure that can be recommended in this situation.
- Attempt to get the word out to others if possible, and call 911 if that seems practical.
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active shooter.
- Wait for the "all clear" instruction from an emergency first responder.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, get far away from the shooting scene and contact the Police Department. If your building has a predetermined evacuation site, do not go there. The shooter may know this.

## UC Irvine Police Department

### WORKPLACE VIOLENCE GUIDELINES

All UCI employees are required to report immediately to their supervisor, the Police or to Human Resources any acts or threats of violence occurring at UCI. No employee will be retaliated against for reporting any threats or acts of violence.

1. All urgent and/or potentially dangerous threats or acts of violence must immediately be reported to the **UCI Police (949) 824-5223 or 911**.
2. All non-urgent threats should be reported to the supervisor who will then consult with the appropriate Consultation Team Member.
3. Acts or threats of violence will be investigated by the UCI Police and/or Human Resources in a timely manner. Human Resources, in conjunction with Consultation Team will recommend a plan of action, with regard to the employee(s) in question.

Record keeping and documentation shall be carefully maintained by Human Resources and the Employee's department, both to protect the employee as well as the University. Every effort will be used to maintain the employee's right to privacy. In cases where other employees are considered potentially in danger, management, in consultation with the Consultation Team representative, will convey a warning to the employee(s) involved and provide notice to the Police Department.

#### RECOGNIZING EARLY WARNING SIGNALS

1. Direct or veiled verbal threats of harm.
2. Intimidation of others by words or actions.
3. Carrying a concealed weapon or flashing a weapon to test reactions.
4. Hypersensitivity or extreme suspiciousness.
5. Extreme moral righteousness.
6. Unable to take criticism of job performance.
  - a. Holds a grudge, especially against a supervisor.
  - b. Often verbalizes hope for something to happen to the person against whom the employee has the grudge.
7. Expression of extreme desperation over recent problems.
8. History of violent behavior.
9. Extreme interest in weapons and their destructive power to people.
10. Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances.
11. Intentional disregard for the safety of others.
12. Destruction of property.

No one signal alone should cause concern but a combination of these items should be a cause for concern and action.

#### ELEMENTS OF STRONG WRITTEN RECORDS

When an employee reports an incident to you, record what they witnessed. This section addresses what to record.

- **Who**  
Who was the perpetrator of the incident and who else was present as a witness to the incident?

## UC Irvine Police Department

- **What**  
Exactly what happened? The "what" of a report includes all of the facts and may also include your assessment of those facts.
- **When**  
When did the incident occur? If there were smaller events leading up to the main incident you are describing, when did those events occur?
- **Where**  
Where did this incident happen?

### **SUGGESTED GUIDELINES "DO'S" AND "DO NOT'S"**

- **DO** project calmness: move and speak slowly, quietly and confidently.
- **DO** focus your attention on the other person to let them know you are interested in what they have to say.
- **DO** maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- **DO** accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- **DO** acknowledge the feelings of the other person. Indicate that you can see he or she is upset.
- **DO NOT** use styles of communication which generate hostility such as apathy, brush off, coldness, going strictly by the rules, or giving the run-around.
- **DO NOT** reject all of the person's demands from the start.
- **DO NOT** make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- **DO NOT** challenge, threaten, or dare the person. Never belittle the person or make him or her feel foolish.
- **DO NOT** try to make the situation seem less serious than it is.
- **DO NOT** invade their personal space. Make sure there is a space of 3' to 6' between you and the other person.

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MANAGEMENT RESPONSE TEAM

If urgent:

Police Department (24 hrs)

(949) 824-5223/911

Student Counseling Center

(949) 824-6457

For help & information, on non-urgent threats, call the following:

Health Education

(949) 824-9355

Human Resources

(949) 824-5210

Risk Management

(949) 824-6510

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