

## Active Shooter Response

### RUN

- If possible, exit the building/area immediately, but only if it can be done safely.
- Notify anyone you may encounter to exit the building immediately.
- Notify the police.

### HIDE

- If exiting the building/area is not possible, the following actions are recommended:
- Go to the nearest room or office.
- Close and lock the door.
- If unable to lock the door, use a wedge device or heavy furniture to block the door.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify the police.
- Provide information as needed.

### FIGHT

- If the shooter enters your area, you may decide to fight back. This is not an easy decision and is based upon personal beliefs and abilities.
- Improvise weapons with any items at hand.

**FIGHT FOR YOUR LIFE AND THE LIVES OF OTHERS.**



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## Remember to:

- Be responsible for your personal safety
- Be alert to potential danger
- **Trust your instincts**
- Be aware of all your surroundings
- Avoid anything that does not feel safe
- Anticipate possible problems
- Be vigilant and prepared for anything
- Report suspicious activity

### **What is suspicious activity?**

**\*\*Anyone who acts in an unusual or frightening manner. Also, anything found or placed in an unusual location, should be considered suspicious.\*\***

### **Emergency Call Boxes**

**connect directly with police dispatch and are located in various locations around campus.**

**Use for emergencies only.**



The University of the Incarnate Word Police Department offers a one-hour “Personal Safety” presentation that covers the topics listed in this brochure and many more.

**To schedule a full one-hour “Personal Safety” presentation, contact:**

Corporal Jim Snow  
jsnow@uiwtx.edu  
210-829-3906  
For further information go to:  
[www.uiw.edu/police/training.html](http://www.uiw.edu/police/training.html)

## **Personal Safety**



**University of the  
Incarnate Word Police  
Department**

**Emergency: 911**

**Non Emergency:  
210-829-6030**

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# Safety TIPS

## Walking on Campus

- Familiarize yourself with the layout of the campus.
- Plan the safest route to your destination; choose well-lit, busy pathways and streets.
- Share your class schedule with your parents and trusted friends and give them your telephone numbers.
- At night, stick to well-lit areas whenever possible and avoid alleyways or shortcuts through isolated areas.
- Travel in groups and avoid going out alone at night.
- Use the campus escort or shuttle services at night.
- Know where the emergency call boxes are located on campus and learn how to use them.
- If you are being followed, change direction and go to the nearest business or home, knock on the door and request that someone call the police.
- Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it. Carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don't overload yourself with bags or packages. Avoid wearing shoes that restrict your movements.

- Walk with a confident stride; keep your head up and look around.
- If a motorist stops and asks for directions, keep your distance from the car.

## Exercising on Campus

- Plan your route in advance and walk/jog/run in familiar areas.
- Go with a known companion if possible.
- Carry identification.
- Don't wear jewelry or carry cash.
- Avoid secluded or dimly lit areas.

## Residence Halls

- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- Tell a roommate or friend if you are planning to be away overnight or for a few days.
- Report any suspicious persons or activities (including solicitors) in or near your residence hall to staff or police.
- Secure your valuables and engrave expensive items with identifying information Operation ID registration.
- Always lock your doors and windows at night, especially if you reside on the first or second floors.
- Do not leave your identification, keys, wallets, checkbooks or other valuables in open view.
- Get to know your RAs and neighbors.

## Living Off Campus

- Know the answers to the following questions:
- Do local security/police patrol the grounds/buildings where you live?
- Do you have an alarm system?
- How secure are the locks/doors?
- How often are the locks changed?

- Are there dead bolt locks on the exterior doors?
- Is parking adequate, safe and well lit?
- Are there secluded or dark areas near the buildings?
- Is there a Neighborhood Watch program?
- Is there an adequate fire safety detection and evacuation system in place?

## **REMEMBER:**

**A safe campus is everyone's responsibility!**

## **UIW Weapons Policy:**

**Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the UIW property with a concealed handgun, or a with a handgun that is carried openly.**

**The use, possession or carrying of any weapon, including but not limited to a concealed handgun, by any person on UIW property (with the exception of authorized weapon(s) carried by police officers) is prohibited and in violation of state law.**

**The University of the Incarnate Word will exercise the "opt out" provision of Texas Senate Bill 11, also known as the "Campus Carry" law, after discussions with the campus community.**

**The University of the Incarnate Word is a WEAPONS-FREE campus.**