

Illinois State University Police Department  
Emergency Response Procedure

**Hostile Intruder in a Non-Residence Hall Building**

**Hostile Intruder in a Non-Residence Hall Building**

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented.

*While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus:*

- Faculty should immediately lock the students and themselves in the classroom if possible. Cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 9-1-1 or 8-8631
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
  1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
  3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  5. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.
  6. Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

Note: The above information was taken from the **Campus Emergency Operations Planning Guidelines** from the *International Association of Campus Law Enforcement Administrators (IACLEA)*