

# SAFETY PROTOCOL: Armed Subjects

- 1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact UTPD at 471-4441.**
- 2. If the armed subject is outside the building:**
  - Turn off all the lights and close and lock all windows and doors.
  - If you can do so safely, get all students on the floor and out of the line of fire.
  - Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
  - If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
  - Unknown or unfamiliar voices may be misleading and designed to give false assurances.
- 3. If the armed subject is inside the building:**
  - If it is possible to flee the area safely and avoid danger, do so.
  - Contact UTPD at 471-4441 with your location if possible.
  - 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 students on the floor and out of the line of fire.
  - Wait for the "all clear" instruction.
- 4. If the armed subject comes into your class or office:**
  - There is no one procedure the authorities can recommend in this situation.
  - Attempt to get the word out to other staff if possible, and call UTPD at 471-4441 if that seems practical.
  - Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
  - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
  - Remember, there may be more than one active armed subject.
  - Wait for the "all clear" instruction.
  - 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, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

# SAFETY PROTOCOL: Disruptive Individuals

## 1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to **armed subjects protocol**.
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- The individual who appears to be intoxicated or under the influence of a controlled substance.

## 2. What action should I take?

- A. Contact UTPD at 471-4441.
- B. Give your name and campus location with a brief explanation of the situation.
- C. Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

## 3. Express your authority with non-verbal cues:

- Sit or stand erect
- Square your shoulders
- Smile and make eye contact
- Speak clearly and distinctly
- Maintain a constant voice volume— not too loud

## 4. Cues to avoid:

- Do not touch your face
- Observe the individual's personal space— do not stand too close
- Do not touch the person
- Do not slouch, glare or sigh at the individual

## 5. Anger management tactics:

- Get their attention: Use their name, ask them to sit down
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening
- Get them moving: Offer a chair, move them to a private area if possible
- Offer assistance: Use the word "we" to include them in the solution process
- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand



Contact  
The University of Texas at Austin  
Police Department  
at 512.471.4441 or visit  
[www.utexas.edu/admin/utpd](http://www.utexas.edu/admin/utpd)

 **ECS** Employee and  
Campus Services  
What starts here changes the world