This plan is enacted when **ACTIVE ARMED OFFENDER/HOSTAGE SITUATION** is declared, and the level of risk to personal safety, property or environment is an immediate risk to escalate. This plan relates to the response of staff and students to a critical incident and supports the Emergency Management Plan (EMP) that exists for the individual buildings.

One of the most dangerous situations that our Campus will ever face is the presence of an armed offender. How you respond to a situation such as this will be determined by the specific circumstances surrounding the incident, but these types of situations are highly unpredictable and can evolve very quickly. The following information outlines effective practices to help you prepare and cope with an incident of this nature.

An act of terror could take any number of forms affecting the University community directly or indirectly. The human and emotional impact will almost certainly be felt by everyone. The impact on any individual depends on their proximity physically or socially to the incident/s.

If intruders with weapons enter the University our aim is to maintain personal safety – ours and that of others with us. There are four actions that you must consider:

1. Escape
2. Hide
3. Take Action
4. Tell

It is important that you understand your options – please read these guidelines and act according to the situation. Note that these points may not be linear. The situation may require people to hide or take action first.

1. **ESCAPE**
* Know where you are and the location of evacuation routes. Those with you may not know – you may need to lead them out
* Cover, remove or hide brightly coloured clothing and bags
* If you think it is safe to do so or if directed by Security or the Police EVACUATE the area immediately and take as many people with you as possible. Make the decision quickly and remember the closest exit may not be the safe route – think before you move
* Evacuate regardless of whether others follow or not
* Do not bunch together. Although it may be tempting to do so, large groups of people present an easier target
* Leave your belongings behind
* Help others escape, if possible
* Prevent individuals from entering an area where an attacker may be
* Close any doors behind you. Do not lock them – colleagues may be behind you
* Help those with disabilities by assisting them to the nearest exit, safe area, or into an adjoining building
* Do not run across open spaces if it can be avoided. If you need to run in open spaces, do so in a zig zag manner, looking for cover as you move. ‘Cover’ are things like large tree trunks, concrete walls & engine blocks of motor vehicles that will protect you from bullets)
* Follow instructions that Police or Security give you
* You will probably be told to go as far away as possible from the location. Do as you are requested and do not return until you are given permission to do so, either by checking the University website or you receive a specific message from the University
1. **HIDE**

Only if you cannot exit safely. Seek shelter in a room where doors can be locked or barricaded securely.

* Close and lock windows, lower the blinds
* Cover the glass in the door, if possible
* Block the door with furniture
* Turn off the lights
* Remain out of sight of the door(s) and window(s) – if possible lie on the floor and in the corners of rooms rather than behind furniture in the middle of the room
* Remain quiet and make sure phones are set to ‘silent’ – this is vitally important
* Constantly assess the situation and look for an opportunity to escape
* Turn off any other source of noise (i.e. radios, televisions)
* Try not to panic and wait until you have clear instructions to move before doing so. You may have to wait for a considerable time
* Do not be tempted to move unless you are absolutely sure that it is all clear. An attacker may attempt to trick you into giving away your location
1. **TAKE ACTION**

If the option of hiding in place is adopted, individuals may also need to consider options to disrupt and/or incapacitate the active shooter in the event they are located. Such action should only be taken as a last resort and in order to protect the life of the individual or others in that area.

* Look for objects around you that can be used as weapons e.g. Fire Extinguisher, chairs, small handheld objects that can be thrown.
1. **TELL**

Call for Help - If you have a mobile phone, dial "000" for Emergency Services then 6773 2099 for UNE Security and Safety. If you are able, give clear details of

* the location of the offender
* description of the offender
* your location
* If anyone is injured or requires medical assistance.

If you are near a Campus Help Phone, activate the call button and provide clear detailed information to the Security Control Centre. There are UNE internal phones in all Campus buildings. In an emergency dial "000" for Emergency Services then “2099” for Safety and Security. This is the Campus Emergency telephone number and it receives priority handling. Remember, it is inevitable that Police or any other responding Emergency Services will take a number of minutes to arrive on Campus, and then to the actual location of the incident.

Remember, others around the university may not be aware of what is going on – inform as many people as you can.

**WHEN POLICE ARRIVE**

* The priority for first Police onsite is to engage with the offender, leaving injured persons as a secondary consideration
* Comply with all instructions given to you by any Police Officer. Show your hands, have nothing in them (mobile, keys, purse etc.)
* Some of the Police will be in uniform, but others will be in plainclothes or even in tactical equipment such as bullet resistant vests and helmets, and carrying an assortment of various firearms
* Provide clear information when asked, as to your knowledge of the situation such as:
	+ number of offenders
	+ descriptions of offenders including clothing and distinguishing marks
	+ ethnicity
	+ age and any accent if they did speak
	+ description of any weapons sighted, if possible
	+ any injuries sustained to anyone involved
* Do not be afraid of the Police, and understand that they may need to treat you as a suspicious person until your identity can be verified
* When instructed to go to a safe location, move quickly and confidently and once there, remain until further instructions are given to you
* Do not leave the Campus unless told to do so by Police as you may be an important witness in the overall investigation