

ARMED SUBJECT PROTOCOL

Armed subject—any person in possession of a gun, knife, or other item used in a dangerous manner.*

If an armed subject is actively or imminently causing death or serious physical injury, the following actions are recommended **if you are located in a building and it is possible to exit safely**:

- Exit the building as quickly as possible and away from the immediate path of danger.
- Notify anyone you may encounter to exit immediately.
- While exiting, do not run in a straight line. If possible, use walls, furniture, or other objects to block you from the armed subject.
- Once outside, use trees, vehicles, or other objects to obstruct the attacker's view.
- When you are away from the immediate area of danger, summon help in any way possible and warn others.
- If communication is possible, call Waverly police (911) and then call Wartburg Campus Safety and Security (319-352-9999), providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

If you are located in a building and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office. Do not stay in an open hallway.
- Do not sound the fire alarm as this may signal occupants to evacuate the building and thereby put them in harm's way.
- Close and lock the door.

- Turn off the lights.
- Silence your phone, including alarms and notifications, to avoid detection in the event of a call. Ask others to do the same.
- Barricade yourself in the room with furniture or anything to secure the door.
- Seek protective cover. Stay low to the floor.
- Stay away from windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- If communication is possible from an on-campus phone, call Waverly police, 911, then Wartburg Campus Safety and Security, 319-352-9999, providing specific information on your location, the number of armed subjects and names of persons who may be involved and persons with injuries.
- If using a cell phone, call Waverly police (911), then Wartburg Campus Safety and Security (319-352-9999). It is recommended that you preprogram these numbers into your cell phone.
- Wait for the local police or campus security to assist you out of the building.

If you are located outside a building and it appears that you can get away safely, follow these steps

- Run away from the threat as fast as you can.
- Do not run in a straight line. Use buildings, trees, vehicles, or other objects to block you from view.
- When you are away from the immediate area of danger, summon help in any way possible and warn others.

- If communication is possible, call Waverly police (911), then Wartburg Campus Safety and Security (319-352-9999), providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- Take protective cover. Stay there until assistance arrives.

If you are located outside a building and running away is not a safe option, consider one of the following recommendations:

- Quickly assess the area and find a good place to hide.
- If death or serious physical injury is being caused to others and you are unable to run or hide, you can choose to “play dead” among the victims.
- You can fight back. This is dangerous, but in some situations it may be the only option. Look for objects you might use as a weapon to defend yourself.
- Once the local police or campus security arrives, follow their instructions.