Secure Your Immediate Area

- Lock and barricade doors
  a. Use chairs, desks, tables
  b. Some doors require a key, try to make a habit of carrying your keys with you
     • Turn off lights
     • Close blinds/Block windows
- A. Use large tables if able to
- B. If not stay away from the windows
  • Turn off radios and computer monitors
  • Keep occupants calm, quiet, and out of sight
  • Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
  • Silence cell phones
  • Place signs in exterior windows to identify the location of injured persons

Contacting Authorities

- Use Emergency 911
- 269-4600 Grinnell College Safety & Security
- 641-623-5679 Direct Non-emergency line to Grinnell Police Department

Be aware that the 911 system will likely be overwhelmed. Program the Grinnell College Safety & Security administrative line (269-4600) into cell phone for an emergency. E-mail may be an option when unable to speak.

Un-Securing an Area

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area.
- Try to make decisions that benefit the greatest number of people
- Stay in a secured area until emergency response personnel tell you it is alright to leave.

What To Report

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapons(long gun or hand gun, knife, sword), backpack, shooters identity if known, separate explosions from gunfire, etc

Security Department Response

- Respond to area with the Grinnell Police Department
• Facilitate basic first aid or triage injured victims if possible
• Secure immediate surroundings