IN CASE OF AN ACTIVE THREAT / SHOOTER
Know what to do before, during, and after an active shooter incident.

PREPARE NOW
If you see suspicious activity, let an authority know right away.

Many places, such as classrooms, workplaces, and residence halls, have plans in place to help you respond safely. Ask about these plans and get familiar with them.

When you visit a campus building or a UI Health facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to EVADE. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for UI ALERT, active threat / shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. More at ready.gov/until-help-arrives.

SURVIVE DURING
EVACUATE. If you can safely leave the building, EVACUATE. Leave your belongings behind. Follow instructions of any first responders on scene. If safe to do so, warm and prevent others from entering an area where the active threat / shooter may be. Call UICPD or 911 when you are safe. Describe each threat / shooter, their locations, and weapons.

EVADE. If you cannot safely leave, find a safe place to EVADE (or hide). Place yourself out of view and stay quiet. Silence your electronic devices and make sure they won’t vibrate. Find an object large enough to shield you and provide protection. If you choose to hide, leave yourself multiple exits to avoid cornering yourself. Lock or barricade the doors, close windows/blinds, and turn off lights. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is cleared.

ENGAGE. If you cannot EVACUATE safely or cannot EVADE, be prepared to ENGAGE for your life. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the threat / shooter.

BE SAFE AFTER
Keep hands visible and empty. DO NOT yell, scream, or point.

Know that law enforcement’s first task is to end the incident. They may have to pass injured persons along the way.

Remain calm and follow law enforcement’s instructions. Evacuate in the direction they tell you to.

Consider seeking professional counseling services for you and your family to cope with the long-term effects of trauma.

UNAUTHORIZED PERSON / SUSPICIOUS ACTIVITY OR BEHAVIOR
• When you witness violent, threatening, or suspicious behavior, immediately move away from the incident.
• If you hear about an incident on campus, avoid that area.
• Report all known information to the UIC Police Department at 312-355-5555 or local authorities by dialing 911.
• If you are experiencing a crisis and need someone to talk to, call the National Suicide Prevention Lifeline at (800) 273-TALK (8255) or (800) 799-4899 for TTY.

In case of a Security Threat (LOCKDOWN)
• If you are outside during a lockdown emergency, you should seek cover in the nearest unlocked building.
• If the buildings in the immediate area have locked exterior doors, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
• Assist those who need help, but carefully consider whether you may put yourself at risk.
• Once within a safe place, attempt to secure the space (i.e., lock or barricade the doors, close windows/blinds).
• Remain quiet, unless making noise would be beneficial to your safety.
• To minimize vulnerability, turn off lights, silence phones, and move away from windows.
• Await further instruction from UI ALERT Emergency Notification System (ENS) and emergency personnel.
• DO NOT open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, such as UI ALERT, is received advising the threat is over.

In case of Severe Weather (SHELTER-IN-PLACE)
• Stay away from doors and windows.
• If you are outside, proceed to the nearest protective building.
• Proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building, away from windows or hazardous equipment or materials.
• If stuck outdoors, shelter in a low-lying area or depression, and lie face down, covering your head.

AUTHORIZED PERSON / LAW ENFORCEMENT
When possible, law enforcement will move to cover you. You are not being a suspect. Remain calm. Do not attempt to go near the scene. Do not attempt to help.

OFFICE OF PREPAREDNESS AND RESPONSE
Assisting Individuals with Visual Impairment
Most individuals with visual impairment will be familiar with their immediate work or study area. In an emergency situation:
• Announce the type of emergency.
• Offer your arm for guidance.
• Tell the person where you are going and obstacles you encounter.
• When you reach safety, ask if further help is needed.

Assisting Individuals with Hearing Impairment
Individuals with hearing impairment may not perceive emergency alarms. An alternative way to warn them is required:
• Flicker the lights to gain the person’s attention or indicate through gestures what is happening and what to do.
• Write a note with evacuation directions, such as: "Fire. Go out rear door to the right and down, NOW!
For more information please contact the Disability Resource Center: (312) 413-2183.