

EMERGENCY ACTION PLAN (EAP) **Suspicious Persons On/Near Campus**

1. The key to threat reduction is to recognize suspicious behavior in the first place. Be vigilant for persons engaging in any of the following:
 - Going door to door, or office to office.
 - Loitering in hallways or other common areas.
 - Entering private offices, dorm rooms or secured areas unescorted.
 - Offering items for sale inside buildings.
 - Asking for money or other goods.
 - Leaving packages.
2. If you see someone engaging in any of these types of behaviors, immediately notify Campus Safety (ext 4000) to report the incident, and provide the following information:
 - Nature of the incident.
 - Location of the incident.
 - Description of person(s) involved.
 - Current location of the person(s).
 - Your current location.
3. Assist Campus Safety officers upon arrival by supplying them with any additional information, and ask others to cooperate.
4. Never arbitrarily activate a building alarm to evacuate a building unless directed to do so by Campus Safety, as this may alert the suspicious person(s) of pending response activities, and worsen the situation.
5. If there is gunfire, explosions, or any other threat related to immediate harm, you should take cover immediately using any available concealment.
6. If you are notified by any emergency communication method (verbal, email, phone, reverse 911) of certain defensive actions to take, comply completely with such directions.
7. During building evacuations, assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons during evacuations.
8. Following emergency evacuations, your designated place of shelter is the primary assembly point, or alternate assembly point if the emergency is impacting your primary location. Proceed to your assembly point once instructed to do so by your Building Coordinator, RA, faculty member or supervisor. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, **HEADCOUNTS** are to be performed at the assembly point(s), not the muster point. Stay there until an accurate **HEADCOUNT** has been taken.