



The  
University  
Of  
Sheffield.

Security  
Services.

## Employees/Students Armed Intruder Immediate Response Guidelines

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

1. Run
2. Hide
3. Tell

It is important that you understand your options. Please read these guidelines and act according to the situation.

### 1. Run

- 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.

‘Lockdown’ - What You Should Do:

- Do not run across open spaces.
- Follow instructions that the 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.

## 2. 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
- 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.

## 3. Tell

- Know the correct building names, room numbers and addresses.
- One person in the room should call the police on **999** then call Security on **4444** advising them of your location and the number of people in the room.
- Provide as much detail about the intruder as possible.
- Follow instructions of the 999 Operator or Security.
- If you cannot speak leave the line open so the 999 Operator or Security can hear what is going on in the room.
- Do not leave the room unless advised to do so by the 999 Operator or Security.
- If the fire alarm sounds stay where you are unless you smell smoke or are advised to leave by the 999 Operator or Security.

When Police arrive:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (phones, bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers such as holding on to them for safety.
- Avoid pointing, screaming and shouting.
- Do not stop to ask officers for help or direction when evacuating, proceed in the direction from which officers are entering the building.

- If not directed – find a safe location out of sight of the building and behind solid cover. Walls and vehicle engine blocks are solid cover – hedges, fences and car doors are not.
- Once you have reached a safe location or an assembly point, you may be held in that area by the Police or Security until the situation is under control, and all witnesses have been identified and questioned. Do not leave until told to do so.