

# Safety Protocol: Armed Subjects

**1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact The Police by dialing 911.**

**2. If the armed subject is outside the building:**

- Turn off all the lights and close and lock all windows and doors. • If you can do so safely, get all students on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

**3. If the armed subject is inside the building:**

- If it is possible to flee the area safely and avoid danger, do so.
- Contact the Police at 911 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

**4. If the armed subject comes into your class or office:**

- There is no one procedure the authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, call 911 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the “all clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

# Safety Protocol: Active Shooter

Create a distraction  
if safe to do so to  
alert others.



# Safety Protocol: Disruptive Individuals

**1. Who is a disruptive individual?**

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to **armed subjects protocol**.
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- The individual who appears to be intoxicated or under the influence of a controlled substance.

**2. What action should I take?**

- A.** Contact the Police at 911.
- B.** Give your name and campus location with a brief explanation of the situation.
- C.** Take note of the individual’s age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

**3. Express your authority with non-verbal cues:**

- Sit or stand erect
- Square your shoulders
- Smile and make eye contact
- Speak clearly and distinctly
- Maintain a constant voice volume— not too loud

**4. Cues to avoid:**

- Observe the individual’s personal space— do not stand too close
- Do not touch the person
- Do not slouch, glare or sigh at the individual

## 5. Anger management tactics:

- Get their attention: Use their name, ask them to sit down
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening
- Get them moving: Offer a chair, move them to a private area if possible
- Offer assistance: Use the word “we” to include them in the solution process
- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand

**Southwest Texas Junior College**  
**2401 Garner Field Road**  
**Uvalde, Texas 78801-6297**  
**830.278.4401**  
**WWW.SWTJC.EDU**  
**e-mail: Police@swtjc.edu**

## CAMPUS SIREN SYSTEM

Uvalde, Del Rio and Eagle Pass have mass notification outdoor siren systems installed. If you hear a siren sound on campus, gather in a group if possible and secure yourself in a safe location quickly as possible until an Emergency Responder comes to get you.



## Emergency Contact Information

1. Life/Death Emergency: Call 911 (Identify building/location on campus).

2. During regular hours: Call the switchboard Operator immediately-Dial 0 when using a campus phone or 830.278.4401 (Identify building/location on campus. Radio contact will be made to the appropriate police or response unit).

3. Campus Emergency Numbers:

Nurse's Office - 7204  
Campus Police - 7333 (Identify building/location on campus).

4. Other Emergency numbers:

Uvalde (830) 278-4401  
Del Rio (830) 775-1612  
Eagle Pass (830) 758-0022  
Crystal City (830) 374-3378

When in doubt, call 911 or SWTJC Campus Police (Uvalde) 591-7333

Non-Emergency

Uvalde Police Department: (830) 278-9147  
Poison Center 1-800-299-4099 Or 1-800-POISON1

5. When calling “KEEP CALM” and: tell where the emergency happened: tell what has happened: tell who you are: tell what kind of help is needed:

# Report Suspicious Activities.

**SUSPICIOUS ACTIVITY- FOLLOW YOUR INSTINCT!**

One of the most important roles you have as a member of our community is to report suspicious activity.

How do you determine what is suspicious? A suspicious activity is when a person's conduct or action does not fit the normal day-to-day activity of our campus- an occurrence that is out of place and should not be happening on our campus.

REMEMBER- If you observe something unusual or think something looks 'wrong', report it.

DON'T HESITATE TO CALL 911! FOLLOW YOUR INSTINCT! You WILL NOT get in trouble with the police- and you WILL be doing a service to your community!

TRY TO REMEMBER THE FOLLOWING:

What happened?

Time and place?

Was anyone hurt?

Description of suspect(s)

Description of vehicle(s)

License plate number

Time and direction of travel

Additional details and circumstances