

University of Pittsburgh Police Department
Community Response Checklist
Active Threat Incident

Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds/curtains
- Block windows
- Turn off radios and computer monitors
- Keep calm, quiet, and out of sight
- Take adequate cover, i.e. concrete walls, Thick desks, filing cabinets
- Put cell phones on vibrate

Contact Authorities:

- Police emergency x4.2121 or 412.624.2121
- Program emergency number into cell phone, speed dial #9
- Follow directions of law enforcement authorities

What to Report:

- Say “Emergency” and report your specific building and room number
- Report what is occurring, including the assailant’s location, number of suspects race/gender, physical features, clothing description, types of weapon(s), assailants identity (if known)
- Report number of injured if known, types of injuries

Remain in Safe Location:

- Consider the risks before leaving a secure room
- Remember that the threat may be in the vicinity
- Attempts to rescue persons should only be attempted if it can be accomplished without endangering others if doubt exists for the safety of the individuals inside the room, remain inside until advised that the area is clear.

Police Response

- Remember that police will act first to neutralize the threat
- Police will then evacuate victims and tend to the injured
- Police will conduct investigation and assure that counseling is made available.