

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

---

Department: Safety and Security  
Subject: Armed Subject  
Date Issued:  
Date Revised:  
Approved By:

---

### **I. Policy/Procedure**

This policy sets guidelines for responding to an armed subject on college property or in a college building.

### **II. Purpose**

The purpose of this policy is to provide guidance should a person on campus encounter an armed intruder or attacker. Due to the unpredictable nature of such incidents, one's immediate response will depend on the situation.

### **III. Scope**

This policy applies to all faculty, staff, students and visitors at Luther College.

### **IV. Terms and Definitions**

- Armed subject - any person in possession of a gun, knife, club or other potentially dangerous object and who intends to cause harm to others.

### **V. Procedures and Guidelines**

If an armed subject is actively or imminently causing death or serious physical injury, the following actions are recommended:

- A. If you are located in a building and it is possible to exit safely, follow these steps:
  - Exit the building as quickly as possible and away from the immediate path of danger.
  - Notify anyone you may encounter to exit immediately.
  - While exiting, do not run in a straight line. If possible, use walls, furniture or other objects to block you from the armed subject.
  - Once outside do not run in a straight line. Use trees, vehicles or other objects to block you from view.
  - When you are away from the immediate area of danger, summon help any way possible and warn others.
  - If communication is possible, call Decorah Police, ext. 9-911, or Luther Security, ext. 2111, providing specific information on your location, the number of armed subjects and persons who may be involved, injuries, etc.

- Take protective cover. Stay there until assistance arrives.
- B. If you are located in a building and exiting the building is not possible, the following actions are recommended:
- Go to the nearest room or office. Do not stay in an open hallway.
  - Do not sound the fire alarm as this may signal occupants to evacuate the building and thereby be put in harm's way.
  - Close and lock the door.
  - Turn off the lights.
  - Barricade yourself in the room with furniture or anything else to secure the door
  - Seek protective cover. Stay low to the floor.
  - Stay away from windows.
  - Keep quiet and act as if no one is in the room.
  - Do not answer the door.
  - If communication is possible from an on-campus phone, call Decorah Police, ext. 9-911, or Luther Security, ext. 2111, providing specific information on your location, the number of armed subjects and persons who may be involved, injuries, etc.
  - If using a cell phone, call Decorah Police, ext. 911 or Luther Security, ext. 563-387-2111. It would be recommended to preprogram these numbers into your cell phone.
  - Wait for the local Police or Campus Security to assist you out of the building.
- C. If you are located outside a building and it appears that you can get away safely, follow these steps:
- Run away from the threat as fast as you possibly can.
  - Do not run in a straight line. Use buildings, trees, vehicles or other objects to block you from view.
  - When you are away from the immediate area of danger, summon help any way possible and warn others.
  - If communication is possible, call Decorah Police, ext. 9-911 or Luther Security, ext. 2111, providing specific information on your location, the number of armed subjects and persons who may be involved, injuries, etc.
  - Take protective cover. Stay there until assistance arrives.
- D. If you are located outside a building and running away is not a safe option, consider one of the following recommendations:
- Quickly assess the area and find a good place to hide.
  - If death or serious physical injury is being caused to others and you are unable to run or hide, you can choose to play dead among the victims.
  - You can fight back. This is dangerous, but in some situations it might be the only option.
  - If you are caught by an armed subject and are not going to fight back, do not look your captor in the eyes and obey all commands.
  - Once the local Police or Campus Security arrives, follow their instructions.