

## Facilities Management (FM) Active Attacker Response

1. Familiarize yourself with FM's UVA Alert Response Procedures.
2. Complete the [UVA Active Attacker Prevention and Response Training Video](#) in Workday.
3. If the UVA Alert identifies that an active attacker threat is occurring, the message may indicate to "RUN, HIDE, FIGHT". Below are definitions for each action and the steps you should take.
  - Run – When an active attacker is in your vicinity:
    - Evacuate if a safe route is available.
    - Leave your belongings behind.
    - If it is safe for you to do so, help others run.
    - When it is safe for you to do so, call 911 to report the incident and your location.
    - If you saw the attacker, give 911 as much detail as you can, including a physical description, the color of their clothes and their direction of travel.
  - Hide – If it is unsafe to escape, hide in an area out of view.
    - Your goal is to make the space appear unoccupied.
      - Lock and/or block the door.
      - Close the blinds if possible.
      - Silence your cell phone and encourage others to do the same.
      - Turn off lights and computers.
    - Stay behind solid objects, away from the door.
    - Remain quiet and encourage others to do the same.
    - Your hiding place should:
      - Be out of the view of the attacker.
      - Provide protection.
  - Fight – As a last resort and only if your life is in danger:
    - Attempt to incapacitate the attacker.
    - If possible, fight as a collective group.

4. It is important to remember that law enforcement's first objective is to find the attacker and stabilize the situation but know that help is on the way.
  - When law enforcement arrives:
    - Remain calm and follow instructions.
    - Always keep your hands visible.
    - Avoid pointing or yelling.
5. While you are sheltering in place on Grounds, and you feel safe:
  - Contact 911 to report any injuries in your area.
    - Explain the situation.
    - Identify where you are.
    - Follow the operators' instructions.
  - Remember to turn your cellphone ringer off to avoid drawing attention to your area.
  - Text or email your supervisor from your cell phone letting them know where you are and if you are safe.

If you are NOT on Grounds and a shelter in place notice is sent, contact your supervisor to determine if you are required to report to work. Not all "designated personnel" are required to report based on the situation.

Supervisors: Familiarize yourself with FM's UVA Alert/Active Attacker Procedures for Supervisors.