



# NMSU Police Department

## EMERGENCY GUIDELINES

For

## ACTIVE SHOOTER INCIDENTS

The following information has been prepared to provide NMSU students, staff, and faculty with guidelines on emergency actions they can take in the event an armed individual enters an area and starts shooting.

***If possible:***

- EXIT** the building or area immediately
- NOTIFY** others you may encounter of the danger
- CALL** for help by dialing 911 from any telephone
- INFORM** the emergency services dispatcher of the following:
  - Tell them there is an **Emergency**
  - The **Location** of the incident
  - **What** is happening
  - **How many** people are involved (shooters and victims)
  - Your name, location, and phone number

The dispatcher may ask you to remain on the line until officers are on scene

***If you cannot safely exit the building, the following are recommended:***

- GET** to a room or office as far away from the incident as possible and lock the door
- COVER** any door windows or windows facing the hallway
- KEEP QUIET** and **DO NOT** answer the door
- CALL 911** and let the emergency services dispatcher know what is happening:
  - Tell them there is an “Emergency”
  - The Location of the incident
  - What is happening
  - How many people are involved (shooters and victims)
  - Your name, the location you are trapped, and your phone number
- STAY PUT** until police can get to you, unless the level of danger is increasing
- LOOK** for means of escape (e.g., via a ground floor window) or self defense
- STAY OFF** the phone so the dispatcher can contact you with information

Please be aware that if you are safely locked in an office or classroom, police officers may take quite some time to get to you. This is because they will be trying to stop the threat. The fact that you may not hear or see officers right away may mean you are away from the immediate danger. Once rescued, follow the instructions of the police officers as they guide you to safety.

**New Mexico State University Police Department**  
725 College Drive  
PO BOX 30001 / MSC 3187  
Las Cruces, NM 88003-8001  
(505) 646-3311 or **911** for **Emergency**