

Personal Safety

While the University of New Brunswick, Saint John Campus has done much to make this a safe campus, safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings. This section describes ways you can protect yourself in situations involving:

- Active Shooter
- Concerning Behavior
- Bomb Threat
- Suspicious Letter/Package

Active Shooter

Clearly, response to an active shooter is one of the most dynamic situations anyone will ever face. Prior to the arrival of police personnel, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival. Keep in mind, the entire area is still a crime scene.

Active Shooter - Outside Building

- Go to a room that can be locked or barricaded by using available material
- Close the window blinds, turn off the lights and get everyone down on the floor so that no one is visible from outside the room
- Spread out and seek concealment behind walls, desks, file cabinets, etc.
- Have someone call 911 using a cellular telephone or call 9-911 from any campus telephone. Be aware that the 911 system will most likely be overwhelmed
- When you reach the dispatcher, describe the situation and give your name and location; remain in place until police give the "All Clear"
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer

Active Shooter - Inside Building

- If possible, secure the room you are in by either locking or barricading the door using available material and follow the same procedures described previously
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure or if you can safely exit the building

Active Shooter - Inside Room

- If the active shooter enters your office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances

- Try to remain calm – it will aid you in decision making
- Call 911 (9-911 from a campus phone) if possible, and alert police to the shooter's location
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking
- If there is absolutely no opportunity of escape or concealment and the shooter is not actively firing on victims, it might be possible to negotiate with the shooter
- If the shooter has fired on victims and you are faced with a life or death situation; only you can consider your next course of action
- After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary

Active Shooter - Leaves Room

- If the shooter leaves the area and the environment appears safe, proceed immediately to a safer place
- Do not touch anything that was in the area of the shooter because of the possibility of explosives being left and the destruction of crucial evidence

What You Should Do

- Make sure you have an escape route in mind
- Do not attempt to carry anything in your hands while fleeing; move quickly
- Keep your hands visible, and follow instructions given by any police officers you may encounter
- If you know where the shooter is located, tell the officers
- Remain at the designated assembly point until you have been released
- Do not drive off campus until told it is safe to do so by police
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible

What You Should Expect

- Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons
- There may be some officers in civilian clothes wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns. Do as the officers tell you and do not be afraid of them

Concerning Behavior

On a University Campus sometimes behaviors of concern have gone unreported until a tragedy occurs, then people come forward with bits of information that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. UNBSJ is committed to a proactive approach and needs your help. As a member of this University community, if you observe any behavior that is concerning please go to: <http://www.unb.ca/saintjohn/security/contact-form.html> and provide detailed information on the report form.

Bomb Threat

Bombs can be constructed to look like anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists is that they are all designed and intended to explode. A bomb threat is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists.

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal office/building functions

The latter reason is the most frequently encountered, especially in school settings (and particularly when major exams are scheduled or projects due). Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough inspection of the building is conducted. This means that there will always need to be a response to the threat by emergency services personnel (police, fire and medical).

If you receive a call:

- Immediately after the call is terminated, hang-up, obtain a dial tone, dial 9*57, then hang-up (call trace procedure)
- Call 911 (9-911 from a campus phone) and the dispatcher will notify Police
- Document the conversation
- Notify Security at 648-5675
- Meet with and assist University Security personnel
- Evacuate the building as directed, do not use fire alarm unless detonation is believed to be soon and imminent.
- Do not re-enter the building until cleared by authorized personnel

Suspicious Letter or Package

If you receive a suspicious letter or package:

- Handle with care
- Don't shake or bump
- Isolate and look for indicators
- Don't open, smell or taste
- Treat it as suspect!!
- Call Security

If a package or letter is open and/or a threat is identified:

For a bomb

- Evacuate immediately
- Call 911 (9-911 from campus phone)

For radiological

- Limit exposure—don't handle
- Evacuate area
- Shield yourself from the object
- Call 911 (9-911 from campus phone)

For biological or chemical

- Isolate—don't handle
- Call 911 (9-911 from campus phone)
- Wash your hands with soap and water

Suspicious Substance in a Campus Building

- Clear and isolate the contaminated area. Do not touch or disturb anything
- Call University Security at 648-5675
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave premises until dismissed by authorities