

A quick guide for **PROTECTING YOURSELF**

If an armed intruder comes on to Hanover College property, it is very important that you take action to protect yourself, contact 911 and then Campus Safety. Hanover College Campus Safety recommends the following responses:



If you see an **ARMED INTRUDER** and you are in an office or classroom:

- If you cannot escape safely, remain in the classroom or office, immediately lock and barricade the door(s) by moving any available items (heavy desks, file cabinets, equipment tables etc.) in front of the door.
- If the door is not lockable, find an alternative way to keep the door closed, and barricade the door.
- Turn off all audio and video equipment. Close blinds and curtains, if possible.
- Stay out of sight and be as quiet as possible.
- **Call 8-911 if you're on a landline, or 911 from your cell phone.**
- Alert dispatch of your specific location: Hanover, Hanover College, Building, and Room Number
- Be prepared to provide an accurate description of the person or person(s). Note height, weight, gender, hair color, type and color of clothing, and any other characteristics or physical items that are unique to the individual(s).
- Report the type of weapon (if known) and direction of travel or building entered.
- Call Hanover College Campus Safety (7999 or 812-866-7999) and report the above information after notifying 911.
- Keep the classroom or office secure until police or Campus Safety arrive and give further directions.

If you are caught in an open or exposed area and you cannot get into a classroom or office, you must decide upon a **COURSE OF ACTION**.

- **RUNNING:** If you believe you can safely make it out of the area, do so. If you decide to run, attempt to keep objects (columns, walls, trees, vehicles, trash cans, etc.) between you and the armed intruder. When away from immediate danger, summon help and warn others.
- **HIDING:** Look for a safe hiding area where you are not visible. Once in place, remain calm and quiet. Stay hidden until you can make contact with emergency personnel, or until you can safely evacuate the area.
(NOTE: The duck and cover response used in earthquakes is not an effective method of hiding from an armed intruder.)
- **PLAYING DEAD:** Playing dead does not always fool the intruder and is not recommended by our local law enforcement agencies.
- **FIGHTING BACK:** If you are caught in the open and are in close proximity to the intruder, the best option is to fight back. This response may be dangerous, however, it could be your best option in a life or death situation.
- **FIGHT DIRTY.** Do whatever you need to impair or subdue the intruder. Pick up and throw items at the intruder and/or wield any heavy object that is close at hand.
- **AIM FOR SENSITIVE SPOTS.** Poke the intruder in the eyes; hit or kick the groin, nose, throat, or kidneys; scrape your foot hard against their shin; stomp on the top of their foot with your heel, or stomp out sideways into their knee. Effective weapons include your elbows, the heel of the palm, and your forehead (attack the intruder's face like heading a soccer ball). Your closed fist can be effectively used like a hammer, especially against the intruder's neck, nose, and ears, but don't throw punches – without training, you're more likely to break your hand than hurt the intruder.
- **DO THE WINDMILL.** If the intruder grabs you or attempts to grab you, swing your arms wildly. This will make it difficult for them to maintain a hold on you.
- If you are caught by the intruder and you are not going to fight back, avoid eye contact, do not make any sudden moves or gestures and make every effort to remain calm.

Once emergency personnel have arrived and have taken over the situation, obey all commands.