



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) SUSPICIOUS PERSON ON / NEAR CAMPUS

1. RECOGNIZING SUSPICIOUS BEHAVIOR

The key to threat reduction is to recognize suspicious behavior when you see it. Be vigilant for individuals engaging in any of the following:

- Going door to door, or office to office.
- Loitering in hallways or other common areas.
- Entering private offices, dorm rooms or secured areas unescorted.
- Offering items for sale inside buildings.
- Asking for money or other goods.
- Leaving packages.

2. REPORTING SUSPICIOUS BEHAVIOR

If you see someone engaging in any of these types of behaviors, immediately notify Campus Safety at ext. 3333 or (315) 781-3333 to report the suspicious activity and provide the following information:

- Nature of the activity.
- Location of the activity.
- Description of person(s) involved.
- Current location or last direction of travel of the person(s).
- Your current location.

3. CAMPUS SAFETY RESPONSE

- Assist Campus Safety officers upon arrival by supplying them with any additional information, and ask others to cooperate.
- Never arbitrarily activate a building alarm to evacuate a building unless directed to do so by Campus Safety, as this may alert the suspicious person(s) of pending response activities, and worsen the situation.

EAP-Suspicious Person

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

4. RESPONDING TO THREAT OF IMMEDIATE HARM

- If there is gunfire, an explosion(s) or any other threat related to immediate harm, take cover immediately using any available concealment.
- If the threat is related to an active shooter, follow RUN, HIDE, FIGHT protocols to protect yourself.
 - **Run.** Run-away using cover/concealment to a secure location with as many exit routes as possible.
 - **Hide.** Hide and barricade yourself in as secure a location as possible.
 - **Fight.** Act decisively using any possible improvised weapon available
 - If you are notified by any emergency communication method (verbal, EMNS [text messages, email, phone], etc.) of certain defensive actions to take, comply completely with such directions.
 - If it is safe to run or if instructed to do so by officials, evacuate the area.
- **Evacuation.** During evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.
 - Remember that elevators are reserved for handicapped and special needs persons during evacuations.
 - Remain calm and do not panic.
 - If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

- When emergency services personnel arrive, comply with their commands immediately. Expect that they may treat you as a potential threat as they secure the area.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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