



Policy Source: Gwinnett Tech	Owner: Chief of Police	Effective: 1999
Division: Technology & Operations	Reviewed: 6/2005, 8/2009, 2/2010, 2/2018, 4/2019, 12/2020 Revised:	

7.3.13 GT Intruder/Suspicious Person Response Action Plan

1. Notification

The Police Department at extension 7377, 678-226-7377, or cell number 470-261-0018, Campus Police should be notified immediately when an intruder/suspicious person is on college property. Provide the officers with as much information as possible regarding the person's:

- a. Description (e.g. gender, race, height, clothing, weight, age)
- b. Location, and (e.g. building#, Room#, floor, Hallway)
- c. What behavior this person is exhibiting that is cause for investigation or alarm for safety measures. (e.g. loud talking/screaming, aggressive or threatening verbal or physical behavior)

If campus police are not available, dial 911 and give the information of number 1 above. The Police will notify the school administration, who will then determine whether a lockdown or evacuation is necessary.

2. Your Response from Intruders

After notifying the Police Department at extension 7377 and or the Campus police at 678-226-7377 or anyone you see with a black radio transmitter such as custodians or grounds personnel to radio the police; the following steps should be taken in the event the intruder/suspicious person is on the premises:

- a. Make sure the hallways are clear of students and staff
- b. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
- c. Monitor the location of the intruder/suspicious person, if it can be done safely, and report the location to the police.
- d. Institute the Lockdown Procedure.

- Bring into the classroom any students found in the hallway, and lock the door, take cover behind or under a desk, or closet.
- Allow no one to leave the room.
- Close all windows and blinds, and turn off lights in classroom.
- Keep students calm and quiet.
- Use an emergency communication system (i.e., intercom, handheld radio, cell, and notify the police at 911).

3. Protecting Yourself from Assault

There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant's desires – they seek an opportunity. The following are suggestions that will help to reduce the opportunity.

- Know your environment
 - Know where the Emergency Phones are located
 - Police phone number: 678-226-7377
 - Know where lighted areas are located.
- Reduce time you spend alone
 - Walk with a friend.
 - Lock the door to the room you're in
 - Lock your car at all times
 - Walk in well lighted areas.
- Plan what you will do if confronted by a potential assailant
 - Will you scream, run, fight, or try to gain his/her confidence while waiting for an opportunity to escape safely?
 - Decide immediately who can help you.
 - Surrender money without resistance when asked for it.
- Work together for a safe campus. Look out for each other
 - Report suspicious activity to the Campus Police.
 - Share information with others.
 - Work with each other to develop a response plan.
 - Plan your walk – make use of video monitored areas.

4. Protecting Your Personal Property

Theft is the most commonly reported crime on campus. Theft occurs most often when property is left unattended or unsecured. The following are some steps you can take to protect your property.

- Keep it secure.
 - Lock it away.
 - Hold it in your hands.

- Ask a friend to hold it.
 - Lock it in a car trunk.
 - Leave property at home.
- b. Mark your property.
- Engrave your driver's license number on it.
 - Personalize the property by painting it, etc.
- c. Report suspicious activities.
- Any activity to which you give a second thought is suspicious.
 - Suspicious activities are often criminal acts.
- d. Report all crimes to Campus Police.
- Provide all details about crime to Police they will prepare an Incident Report.
 - Keep the Police updated about crimes.
 - Warn others of problem areas.
 - Stay on the phone line with police until told it is okay to hang-up.