

# Hostage Situation Protocol

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## **Purpose**

To respond calmly and efficiently to a hostage situation.

## **Hostage Situation Procedure**

- Quickly evacuate everyone from the immediate area of the hostage situation and move to a secure location.
- Notify Campus Police Immediately (Campus Police Extension on Phone, Emergency Phones, or Call 911 - Sheriff's Office will contact Campus Police and Respond).
- Provide as much information as possible: your name, location, location of the incident, number of assailants, the number of possible hostages, weapons involved, and any physical description of the assailant(s).

## **If you are taken hostage**

- Remain calm and cooperate.
- Avoid heroics and do not act aggressively.
- Do not try to negotiate with the assailant.
- Do not draw attention to yourself.
- Speak calmly. Don't complain or become belligerent. Comply with orders and instructions.
- Carefully observe the assailant(s), trying to memorize physical traits, voice patterns, clothing, or other details that may help provide identifying descriptors later.
- Attempt to establish a positive relationship with the assailant(s). They are less likely to harm you if they establish a personal connection or respect you.
- Try to stay low to the ground or behind cover, staying away from doors or windows if possible.

## **Campus Police**

- Will respond to the hostage location, securing the scene and perimeter.
- Communicate with Henry County Sheriff's Office, requesting back up or assistance, along with requesting a trained negotiator.
- Will attempt to begin negotiations.
- Once the scene is secure and the threat has been neutralized, provide instructions with the aid of the Command Center for Campus Re-entry.

## **Command Center**

- Will be located at the Maintenance Building or other designated location.
- Will be manned by the President, Vice President, Chief Fiscal Officer, the Director of Facilities, a member of the Police Department if available and a liaison from the Henry County Sheriff's Office.

- Will direct RAVE Alerts, Media Alerts, and other social media outlets regarding the current campus situation.
- Will be in direct contact for all emergency responders.
- Establish a secure location for evacuees from the college campus.
- Along with Law Enforcement, provide instruction for the re-entry into the campus and alerting the campus community that the situation has been resolved.

## **Welcome Center**

- Will notify the Emergency Response Team of the Incident.
  - Campus Police
  - President
  - Vice President of Academics
  - Chief Fiscal Officer
  - Director of Facilities
  - Floor Captains
- Will assist the Command Center with operations.
- Will assist Campus Police with communications with the Command Center and other emergency agencies.

## **Maintenance Personnel**

- Will be available to assist the Command Center and emergency responders.

## **Floor Captains Faculty, Staff, and Custodial**

- Will assist in directing evacuees away from the threat and move to a safe location as determined by the Command Center.