



## Violent Incidents

Violent incidents include but are not limited to acts of terrorism, assaults, and incidents of workplace violence that can occur on the campus with little or no warning.

It should be noted that the following instructions are intended for incidents that are of an emergency nature (i.e., imminent or having just occurred).

### **Immediate Action**

Emergency situations should be reported to law enforcement by dialing 911. If 911 is called, inform them you are located at GoodFellas Barber College.

Be prepared to provide as much information as possible, such as the following:

- What is happening
- The location
- Who is involved
- How many are involved
- Type of weapon(s) involved, if any
- Your name and address

Taking the time to provide such information will not delay law enforcement response. Complete information may allow them to handle the matter more effectively.

The GFBC Emergency Alert System will be activated that will include initial instructions.

- If firearms are involved, move away from windows, close and lock or barricade the door, and sit against the wall away from the armed

suspect. Wait for confirmation that the danger is over before leaving the locked room.

- If outside, take cover and move to a place of safety as soon as it is safe to do so. Move away from the sound of gunfire and/or disturbance. Assist others to move to safety if possible.
- Answer questions by emergency responders regarding location of suspect or victims.
- Follow the instructions of emergency responders.
- Administration will account for all staff.
- Instructors will attempt to account for their students at the earliest opportunity. Students should be encouraged to stay in place in the secured room until confirmation is received that the danger is over.