WHOI Personnel:

- **REPORT** the incident. When possible and from a safe location, report the incident to 2911 or 508-289-2911 from cell phone. Call 911 from cell phone if the WHOI switchboard lines are busy. Provide as much information as possible: location, description of attacker, injuries, nature of incident, etc.

- **AVOID** the attacker or violent person. If you can safely escape, leave immediately.
  - Do not move in the direction of the violence or potential gun shots.
  - Do not pull fire alarm.

- **DENY** the attacker access to your area, if you cannot safely escape.
  - Lock and barricade yourself in a room with a door. Stand away from doors and windows.
  - Turn off lights, radios, and TVs. Close blinds.
  - Silence cell phone ringers or use vibrate mode.
  - Keep yourself out of sight and take adequate cover that might protect you from bullets, e.g., behind concrete wall or solid objects. Before un-securing a room, consider waiting for instructions from police.

- **DEFEND** yourself – you must consider fighting back if it is your best option for survival.

- When the police arrive on scene:
  - Follow their commands, answer their questions, and provide pertinent information.
  - Show your hands and don’t have anything in your hands that could be perceived as a weapon.
  - Do not make sudden movements.

**WHOI Emergency Coordinator:**

- Ensure that the Police have been notified. As requested, provide assistance to the Incident Commander, which may be the officer in charge with the Falmouth Police Department.

- If determined necessary by the Emergency Coordinator, Senior Management Official, or Public Relations, an emergency alert will be issued via the e2Campus notification system.

- If appropriate, stage the WHOI First Aid Response Team in a safe location with equipment. Do not deploy responders until the Police have determined that it is safe.

- If needed for injured persons, ensure that EMS has been summoned by the switchboard.

- Do not begin recovery operations until authorized by the Police, as it may be a crime scene.

Refer to WHOI’s Comprehensive Emergency Management Plan (CEMP) for additional emergency procedures.