

CAPITOL POLICE

Suspicious Person/ Hostile Intruder –Hostage/Weapons Situation (Response to)

The day-to-day operations of The State House require the interaction with internal and external customers.

Employees are encouraged to be aware of their work surroundings, co-workers, guests, and unexpected persons in their work areas and to respond appropriately.

If you encounter a suspicious person in your work area, take the following action:

1. If the person appears approachable, ask, “Can I help you? Are you here to meet with someone?”

If the response seems odd or vague, do not argue or continue the discussion, provide a polite Response and move on. Immediately notify The Capitol Police at 828-2229 or 9-911

2. If the person appears unapproachable, do not attempt to make contact. Immediately notify The Capitol Police at 828-2229 or 9-911

3. If a suspicious person approaches you or a co-worker, be polite and listen to the person’s concerns. A nearby co-worker should immediately contact Capitol Police at 828-2229 or 9-911

4. Provide a description of the suspicious person, making note of the following:

- Race (Caucasian, Black, Hispanic, Asian, Indian, Middle Eastern)
- Gender (Male, Female)
- Hair features (blonde/black -- long/short -- wavy/straight)
- Facial features (glasses, mustache, beard)
- Clothing (shirt color, pants color)
- Location where person was last seen.

5. If safe to do so, observe, at a distance, the movement of the suspicious person. Do not attempt to make further contact. Police will locate the person, determine the person’s purpose in the Building, and if appropriate, remove him/her from the building.

Suspicious Activity:

If you witness an activity at your building or in your work area that seems abnormal and not easily explained, share your observation with your supervisor and notify Capitol Police at 828-2229

A Hostile Intruder(s) is

A hostile intruder is a person (s) who participates in a random or systematic action demonstrating their intent to harm others. The person(s) may use firearms, explosives, knives, etc. to effect mass murder rather than engaging other criminal contact. Hostile Intruder situations may constitute a life threatening situation. Above all, protect yourself, and remain calm. Other employees may look to you as a role model and leader. In the event that an intruder enters the building, the following guidelines should be followed, unless doing so would present an unreasonable or elevated risk of harm to yourself or others:

1. If you discover a hostile intruder, you should immediately activate your panic alarm if it can be done safely and dial 9- 911 and provide as much information as possible. If possible, also contact Police at 828-2229.
2. You should NOT activate the fire alarms, as doing so is likely to cause people to move from safety.
3. Attempt to move from open areas to a place of cover, concealment and security.
4. If outdoors, you should move inside or take cover, by crouching or lying down behind substantial objects.
5. If inside, move to the closest room, close and lock the door.
6. Turn off lights
7. Close windows and shades/curtains.
8. Stay away from and out of sight of any doors or windows.
9. Stay calm and quiet
10. Remain in shelter until contacted by senior staff member(s), or instructed by Police, or Security personnel.

Interaction with Law enforcement

1. Police entry into the building may or may not be announced.
2. Police will be responding and reacting based on their training and the situation.
3. Follow all police instructions promptly and help any co-workers who need assistance.
4. Information that you provide to law enforcement could be very important to the safety of your coworkers.

Expect and cooperate with police interviews.
What if I encounter the Intruder?

1. Remain as calm and quiet as possible.
2. Observe reasonable requests by the intruder but do not volunteer anything.
If you find yourself in a hostage situation:

1. Try to stay calm.
2. Follow instructions of the hostage taker(s).
3. Speak only when spoken to.
4. Don't make suggestions.
5. Try to rest.
6. Be observant.
7. Be prepared to speak on the phone, you may be forced to do so.
8. Don't be argumentative and treat the hostage taker as normal as possible.
9. Be patient.
10. If police assault, drop to the floor and take cover under anything available.

If you attempt to risk an escape, ask yourself:

1. Can I do so quickly, quietly and above all safely?
2. Have I sufficiently studied the hostage taker's pattern of behavior to give me a good chance of escape?
3. Will my absence be noticed?
4. Will my escape endanger the remaining hostages?

A very small percentage of hostages are killed or wounded by the hostage taker.