
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, and an ethic of service, student empowerment, opportunity, and lifelong learning.

Updated: March 1, 2019

Course #: MSM 560JKX (Financial Management)

Term: Spring 2019 (2019-2)

Instructor Information:

Instructor Name	Daniel A. Botich, Adjunct Professor
Office Number:	Office hours available upon request as an Adjunct Professor
Phone Number:	219-680-0825 (mobile phone), <i>best to text or contact me by mobile.</i>
Email:	dbotich@ccsj.edu (<i>I will only respond to my CCSJ email account</i>)
Hours Available:	Upon request and at the convenience of students

Instructor Background:

EDUCATION:

Indiana University Northwest – School of Public and Environmental Affairs (SPEA), Gary, Indiana, Master of Public Affairs in Public Administration, December 2002.

Indiana University Northwest – School of Public and Environmental Affairs (SPEA), Gary, Indiana, Post Baccalaureate Certificate: Public Management, December 1997

Columbia University, New York, New York, Bachelor of Arts: Urban Studies, May 1987. Concentration: Economics

EMPLOYMENT:

SEH of Indiana LLC, a subsidiary of SEH, Inc., Sr. Economic Development Professional, East Region - February 2017 to Present.

Cender & Company L.L.C., Executive - April 2003 to January 2016.

Crowe, Chizek and Company LLP (Crowe Horwath), Public Sector Services - State and Local Government Group (SLUG), Engagement Manager - June 2000 to March 2003.

City of Whiting, Indiana, Whiting City Planner Department, City Planner- April 1990 to June 2000.

Trkla, Pettigrew, Allen & Payne (URS – Chicago, IL), Planning and Design Consultants, Associate Planner - June 1987 to March 1990.

For a more detail on Instructor Background, reference the personal and professional resumes and biography.

Instructor Background: See professional Biographical Profile as uploaded to Blackboard (BB).

Course Information:	
Course Dates & Times:	Tuesdays, March 5, 2019 through April 16, 2019. Week #1: March 5, 2019 Week #2: March 12, 2019 Week #3: March 19, 2019 Week #4: March 26, 2019 Week #5: April 2, 2019 Week #6: April 9, 2019 Week #7: April 16, 2019 Course Sessions: 6:00pm to 10:00pm at the Calumet College - Whiting Campus (2400 New York Avenue, Whiting, IN 46394).
Classrooms:	Room 300 (Third Floor)
Prerequisites:	MSM 505 – Accounting for Managers or as noted in the cohort program materials.
Required Text and Materials:	<i>Students are individually responsible for renting or purchasing and having the primary text book available for each class as it is a required material for the course.</i> Financial Management: Theory and Practice (15th Edition). Brigham, Eugene F. and Ehrhardt, Michael C. Cengage Learning (Boston, MA). 2017. ISBN: 978-1-305-63229-5
Supplemental Text(s), for Lecturing, Practicum & Discussion:	None.
Additional Supplemental Readings:	Additional readings in finance management and/or articles or videos related to current affairs and topics for discussion relevant to financial management as may be assigned as necessary at the discretion of the instructor.
Learning Outcomes/ Competencies:	
<p>This course is designed as a master's program introductory finance course will provide students the skill set necessary to understand the basic foundations of financial management tools to manage a business, partnership, or corporation. The course will focus on the financial management principles while learning general financial terminology.</p> <p><u>Goal:</u> To provide students with an advance instruction to be future business managers with an understanding of the role that finance plays in not only individual companies and the national economy but also their lives, in order to prepare for a changed financial world since the collapse of sub-prime mortgage market from 2006 to 2009 and potential subsequent financial crises.</p> <p><u>Objective:</u> To combine theory and practical applications and real-world examples of financial management in order to gain an understanding of finance theory, essential to any manager developing and/or implementing effective financial strategies in order to:</p> <ol style="list-style-type: none"> 1. Maximize the intrinsic value of a firm, as determined by cash flows as revealed in financial statements; 2. Understanding the time value of money as to how and why expected future cash flows determine the value of a firm; 3. Comprehension of the function of securities and security markets; and 4. Command of how and why managers, firms or corporations make decisions in the areas of capital budgeting, raising capital, working capital management, mergers and alike. <p>Students will: (i) be introduced the basic concepts used by financial managers to make financial decisions in the short-run and the long-run every day; (ii) be motivated that financial management is necessary and essential to profitability and firm success; and (iii) have the knowledge and skill to make better financial management decisions in the interest of individual, firm or corporation profitability and financial success.</p>	

Learning Outcomes/ Competencies: (continued)

In general, instruction and education related to the financial management, financial analysis and management value has been developed as a course objective to provide students with the competencies and capacities of Bloom's Taxonomy to:

- I. Recall basic principles (**Remember**).
- II. Explain and understand financial management concepts (**Understand**).
- III. Execute, implement, solve, use, demonstrate, interpret, operate financial management applications (**Apply**).
- IV. Differentiate, organize, relate, compare, contrast, distinguish, and examine applications in financial management, including the use of computer applications to aide in this process (**Analyze**).
- V. Appraise, critique, defend, support or weigh financial management concepts or hypotheses (**Evaluate**).
- VI. Produce new or original work, ideas or applications in financial management (**Create**).

Learning Strategies:

It is the goal of the instructor to provide each student with the knowledge and comprehension of assigned chapters, application of financial management theory and practice, analysis and synthesis of current financial issues and evaluation of financial management opinions on current topics impacting financial management decisions made by individuals, firms or corporations in our local, regional, national or global economy through the following identified instruction methods and applications, including but not limited to:

- a) Direct instruction (lecturing),
- b) Cooperative learning,
- c) Inquiry (Socratic),
- d) Experiential methods, including a potential for guest speakers in the financial management field or industry,
- e) Group discussions, and
- f) Team cooperative/collaborative learning projects involving research, communication and class presentation.

Experiential Learning Opportunities:

"In its simplest form, experiential learning means learning from experience or learning by doing. Experiential education first immerses learners in an experience and then encourages reflection about the experience to develop new skills, new attitudes, or new ways of thinking." Lewis and Williams (1994, p.5)

Classroom-based experiential learning can take a multitude of forms. Certain forms to be applied during course term includes, but is not limited to:

- a) Case studies,
- b) Simulations,
- c) Presentations,
- d) Various types of group work, team collaboration or cooperation assignments, and
- e) The use a combination of projects, classroom activities, and external experiences

to keep the course interesting and engaging while adding value to the overall learning process.

Computer Application Capabilities:

Ability to: (i) prepare and submit all assignments in a Microsoft Word, Excel or PowerPoint application; (ii) open and read electronic documents in Microsoft Word, Excel or PowerPoint applications, including Adobe Acrobat files; (iii) communicate via electronic mail with not only the instructor but also classmates during the course program; and (iv) access the internet for the purpose of viewing electronic mail sent to a student's Calumet College of St. Joseph assigned e-mail account and to access Blackboard.

Assessments:

Major Assignments:	<p>1. Assignments, quizzes and essays.</p> <p>2. Cooperative Learning Project Presentation.</p> <p>All assignments, quizzes, assessments, presentations and essay projects will take into consideration proper use of the English language and grammar usage. <u>Deductions will be made for improper grammar and punctuation.</u></p> <p>All homework must be submitted in a Word document formatted in the following manner:</p> <ul style="list-style-type: none"> o A one inch margins on all sides. o Include at the top of <u>each</u> page the following: your first and last name, the date of submission, the class ("Financial Management 560JKX MSM"); assignment title and the page number. o The font to be used shall be Arial Narrow, 11 point, double-spaced.
Class Participation:	Students will be required to actively participate, be engaged and learn collectively during class discussion. Respect between the students and the instructor will be essential and necessary, with understanding and general sensitivity to student's personal opinions.

Grading Scale:

STUDENT ASSESSMENT CRITERIA

Class attendance, participation and Collaboration (7)	10% of grade
Class preparedness (7)	10% of grade
Weekly Assignments (7)	25% of grade
Quizzes (5 total)	25% of grade
Essay Assessments (3)	15% of grade
Cooperative Learning Project Presentation	15% of grade

Grade	Points
A	1,000-920
A-	910-900
B+	890-880
B	870-820
B-	810-800
C+	790-780
C	770-720
C-	710-700
D+	690-680
D	670-620
D-	610-600
F	< 600

Scoring Potential by Assessment

Class attendance, participation and Collaboration (7)	100 Points Total (14.29 points per class)
Class preparedness (7)	100 Points Total (14.29 points per class)
Weekly Assignments (7)	250 Points Total (35.72 points per class)
Quizzes (5 total)	250 Points Total (50 points per quiz)
Essay Projects (3)	150 Points Total (50 points per essay assignment)
Cooperative Learning Project Presentation	150 Points Total for project and presentation

TOTAL POSSIBLE POINTS: 1,000

Class Policy for Class, Quizzes, Assignments, Tests, Presentations, Essay Projects and other Assessments:

- Students will be required to actively participate, be engaged and learn collectively during class discussion. Respect between the students and the instructor will be essential and necessary, with understanding and general sensitivity to student's personal opinions.
- All assignments, quizzes, tests, presentations and essay projects will take into consideration proper use of the English language and grammar usage. Deductions will be made for improper grammar and punctuation. All homework must be submitted in a Word document formatted in the following manner:
 - A one inch margins on all sides.
 - Include at the top of each page the following: your first and last name, the date of submission, the class ("Financial Management 560JKX MSM"); assignment title and the page number.
 - The font to be used shall be Arial Narrow, 11 point, double-spaced.
- Quizzes and or tests may be provided in advance of a scheduled class to test basic understanding and knowledge of the chapters to be discussed, reviewed and covered during class or may be presented for assessment at the discretion of the instructor. Preparation for each class is critical, required and necessary. The quizzes may be timed. You may be allowed only up to 30 minutes to complete any in-class quiz. If you are late, this is less time to complete the quiz.

Assignments, presentations and essay projects are due on the day of class upon request of the instructor. Any late submissions or inability to make a presentation without prior consent of the instructor will be deemed late, for which the consequence shall be a grade reduction or failure of the assignment, at the discretion of the instructor.

Responsibilities	
Attending Class	<p>As a college student in any master program, you are and will be held to a higher standard of educational learning. You are expected to be on-time, organized and prepared for each class. Each student will be called upon to respond to one or more questions and must be prepared with a response based upon the primary text, readings, assignments or periodicals assigned or made available to the class by the instructor. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p> <p>Students cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. <i>The policy that was adopted by the Faculty Senate on October 24, 2007.</i></p> <p>Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. Therefore, if a student is absent, without instructor approval, "one time" the student will be subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus.</p> <p>Class will begin at 6:00pm, promptly. Class will start based upon the instructor's mobile phone time. If I anticipate being late due to my professional work schedule, traffic in route from a work day or a client meeting, I will contact more than one student to inform the other students in class.</p> <p>Class sessions will be dismissed between 9:30pm to 10:00pm, dependent upon group work or in-class assignments. Any requests of students to be excused earlier will not be considered, so do not ask.</p>
Excused Absences & Withdrawing from Class	<p>As this Course is fast-track and developed for seven (7) consecutive weeks of intense 4-hour class sessions to cover financial management concepts in an accelerated approach, attendance at each session is required. One (1) excused absence at the discretion of the instruction will be considered. Any absence without a valid and confirmable excuse will result in a one-grade value deduction. If two (2) absences are taken, withdraw will be required.</p>

<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Assignments, presentations and essay projects are due on the day of class upon request of the instructor. Any late submissions or inability to make a presentation without prior consent of the instructor will be deemed late, for which the consequence shall be a grade reduction or failure of the assignment, at the discretion of the instructor.</p> <p>However, I do understand and accept that events in life and our professional lives may impact our ability to complete and submit assignments in a timely manner. Extensions <u>may</u> be approved upon reasonable notice and an acceptable nature for the request at the discretion of the instructor. In any instance, an assignment will not be accepted after the adjournment of the final class, whether electronically or in hard copy placed into your student course file.</p>
<p>Doing Your Own Work</p>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. The Library has reference copies of each manual. In addition, there are brief MLA and APA checklists in your spiral "Student Handbook and Planner" and on the Library website and literature rack.</p> <p>These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. Proper documentation avoids plagiarism.</p> <p>If an instructor or other Calumet College of St. Joseph personnel finds that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from Calumet College of St. Joseph. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.</p> <p>Please note: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.</p> <p><u>ANY RESEARCH PAPERS, ESSAYS OR ASSIGNMENT SUBMISSIONS DEEMED TO BE PLAGIARIZED WILL BE CONSIDERED A SERIOUS INFRACTION AND WILL BE IMMEDIATELY REPORTED TO THE PROGRAM DIRECTOR OF THE PUBLIC SAFETY ADMINISTRATION (PSA) PROGRAM.</u></p>
<p>Sharing Your Class Experience</p>	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future.</p> <p>Take the time to complete your course evaluations – we value your feedback!</p>
<p>CCSJ Student Honor Code</p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.

<p>Using Electronic Devices</p>	<p>Mobile phones, beepers, lasers, or any device deemed by the instructor to undermine our learning experience shall not be operated, used or utilized in class, unless the instructor consents to such use for academic or emergency purposes. Mobile phones shall be muted or turned off prior to class being called to order.</p> <p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p> <p>Calculators are exempt, but may not be shared between students. Calculators are anticipated for class or class assignments. Use of your mobile phone calculator is acceptable as complicated mathematical problem-solving may be required beyond the basic functions of addition, subtraction, multiplication and division.</p> <p>However, I also understand that for professional reasons, a student may also be on-call as an on-duty professional. In this case, you must notify the instructor in advance that you will be required to have access to your phone in order to meet your professional and work responsibilities. If an event occurs whereby you must take a work related call, I ask that you silently excuse yourself from class without interruption and return to the classroom when your communication is completed.</p>
<p>Anticipated Course Weekly Agenda</p>	<p>An agenda for this course will be made available separately and attached hereto upon finalization. As each course and student environment may differ, the anticipated Course Weekly Agenda may vary dependent upon discussions, subject matter, current topics and issues as may be deemed important to overall course instruction and student learning.</p> <p>The following chapters of the primary course textbook are assigned and will be covered in entirety. Other assessments (quizzes and essays) will be issued on Blackboard or given during class for submission in the Course week as identified.</p> <p>Other chapters may be assigned as necessary or to supplement the Course learning objectives, each at the discretion of the instructor.</p> <p>WEEK #1: Chapter 1: An Overview of Financial Management and Financial Environment Quiz #1</p> <p>WEEK #2: Chapter 13; Corporate Governance Quiz #2 Essay #1</p> <p>WEEK #3: Chapter 2: Financial Statements, Cash Flows and Taxes Quiz #3 Cooperative Learning Project Presentations (Research Updates)</p> <p>WEEK #4: Chapter 3: Analysis of Financial Statements Essay #2</p> <p>WEEK #5: Chapter 4: Time Value of Money Quiz #4 Cooperative Learning Project Presentations (Preparation Updates)</p> <p>WEEK #6: Chapter 10: The Basics of Capital Budgeting – Evaluating Cash Flows Quiz #5 Essay #3 Cooperative Learning Project Presentations (Draft Presentation)</p> <p>WEEK #7: Chapter 19: Lease Financing Cooperative Learning Project Presentations (Final Presentation)</p>

Note. Supplemental readings to be determined on a weekly basis.

Class Dates:	Topics/Assignments:
<p>WEEK ONE: Tuesday, March 5 2019</p>	<p>Pre-Class Preparation:</p> <ul style="list-style-type: none"> i. Review class syllabus and course outline ii. Complete "Student Contact Survey" iii. Read Chapter 1: An Overview of Financial Management and the Financial Environment <i>Assignments: Questions 1, 2, 3, 6, 7 and 9</i> <p>Class Agenda, Subject to Change:</p> <ul style="list-style-type: none"> i. Review of syllabus and class expectations ii. Submission of "Student Contact Survey" iii. Discussion of Chapter 1 & review of assignments <i>Ten (10) minute break</i> iv. Discussion of and Assignment of Cooperative Learning Projects & Presentations v. Overview of WEEK TWO
<p>Cooperative Learning Chapters:</p>	<p>Assigned to: Group #1 Company: TO BE ASSIGNED Presentation: WEEK #4 (April 16, 2019)</p> <p>Assigned to: Group #2 Company: TO BE ASSIGNED Presentation: WEEK #5 (April 16, 2019)</p> <p>Assigned to: Group #3 Company: TO BE ASSIGNED Presentation: #6 (April 16, 2019)</p>

Resources	
<p>CCSJ Book Rental Program</p>	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books.</p> <p>For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore.</p> <p>For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books.</p> <p>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
<p>Student Success Center:</p>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<p>Disability Services:</p>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>

Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html .

Resources	
School Closing Information:	<p>CCSJ Alerts: An emergency communications system that transmits messages via text, email, and voice platforms. Please sign-up for this important service at any time on the College's website. This can be done at: http://www.ccsj.edu/alerts/index.html.</p> <p>Internet: http://www.ccsj.edu http://www.EmergencyClosings.com Facility: Calumet College of St. Joseph Phone: 219.473.4770</p> <p>Radio: WAKE – 1500 AM; WGN - 720 AM; WIJE – 105.5 FM; WLS – 890 AM; WZVN – 107.1 FM; and WBBM NEWS RADIO 78</p> <p>TV Channels: 2 (CBS); 5 (NBC); 7 (ABC); 9 (WGN); and 32 (FOX)</p>

Student Confirmation of Review of Syllabus with Instructor	
<p>The instructor, being Mr. Daniel A. Botich, of the class titled Course MSM 560JKX for the Spring Semester of 2019 has reviewed the class syllabus with the class and has afforded me an opportunity to ask questions. By signing below, I confirm and verify that I have received this syllabus and I understand its contents.</p>	
Name of the Student (Print):	_____
Signature of Student:	_____
Dated:	_____

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are or where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, or neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.