

ACTIVE SHOOTER

IF AN ACTIVE SHOOTER IS IN THE SAME BUILDING AS YOU OR OUTSIDE YOUR BUILDING:

- Proceed to a room that can be locked or lock the room you are in.
- Close and lock all windows and doors.
- Turn off the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room and keep quiet.
- Have one person call 911. Advise the dispatcher of your location and what is taking place.
- Remain in place until the police or campus administrator known to you gives the “all clear.”

IMPORTANT: unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source.

IF AN ACTIVE SHOOTER ENTERS YOUR OFFICE/AREA/CLASSROOM:

- Try to remain calm.
- Dial 911, if possible, and alert the police to the shooter’s location. If you can’t speak, leave the line open so the dispatcher can listen to what’s taking place.
- If there is absolutely no opportunity to escape or hide and you can communicate, it might be possible to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered last resort after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was near the shooter.

IF YOU DECIDE TO FLEE DURING AN ACTIVE SHOOTER SITUATION:

- Do not attempt to carry anything.
- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Notify authorities of their location as soon as possible.