

ACTIVE SHOOTER

STAY CALM. STAY SAFE.
STAY ALIVE



Your chances of encountering a shooting are very small. However there are ways to keep yourself safe. The more prepared you are, the quicker you can react under the extreme stress of an active shooting incident.

DON'T THINK - RUN

Know the closest stairwell or exit to your office, desk, or classroom. When you hear the popping noise of gunfire, don't think – quickly leave the building.



If you are a manager, teacher, team leader, or in a position of authority, remember that others around you are likely to follow your lead during an active shooter situation.



EVACUATE

If you are able to evacuate the premises, be sure to:



- Have an escape plan and route in mind.
- Leave personal belongings behind.
- Be prepared to evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Prevent others from entering the shooting area.
- Do not attempt to move wounded people. Call 9-1-1 when you are safe.

HIDE



If you can't get out of the building, find a room to hide in and lock the door.



- Turn off the lights, silence cellphones, and turn off televisions or radios.
- Push heavy objects against the door and remain quiet.
- Hide behind large items, such as desks or cabinets.



If you can't find a place to duck or hide beneath, FBI agents advise that you curl up into the "smallest possible target" and stay low to the ground.

INFORMATION TO PROVIDE



Once you are hidden, call 9-1-1 to alert the police. Provide the following information:



- The location of the active shooter and the number of shooters.
- A physical description of the shooter.
- The number and type of weapons held by the shooter.
- The number of potential victims observed at the scene.

If you are unable to speak, leave the line open and allow the emergency dispatcher to listen.

WHEN LAW ENFORCEMENT ARRIVES



The first officers who arrive on the scene will not stop to help injured persons. Their goal is to stop the active shooter. Rescue teams and emergency medical personnel will follow.



- Remain calm and follow officers' instructions.
- Keep your hands raised and visible and spread your fingers. Put down any items that you may be holding, such as bags or jackets.
- Avoid making quick movements toward officers, or attempt to hold on to them for safety.
- Do not stop officers to ask for help. Keep moving and proceed in the direction from which officers are arriving.
- Once you have reached a safe area unharmed, do not leave until authorities say it's okay.



CREATE AN EMERGENCY ACTION PLAN

Creating an Emergency Action Plan (EAP) will prepare you to effectively respond and help minimize the loss of life. An EAP includes:

- An established method for reporting emergencies.
- Evacuation procedures, including designated safe areas, posted in conspicuous locations. Establish two evacuation routes.
- Designated staff emergency contact information and the location of local hospitals.
- An emergency notification system to alert everyone on the premises.
- Learn to recognize the sound of gunfire and react quickly when shots are heard.

As a last resort, and only when you are in imminent danger, you may have to fight for your life.



- Yell or act aggressively against the shooter.
- Grab objects that can be hurled at the attacker — chairs, staplers, fire extinguishers, cellphones.
- When the shooter hesitates or pauses to reload, you attack.
- Once you decide that you must take action, do not hesitate – remain committed to your actions.

FIGHT ONLY AS A LAST RESORT



STAY CALM ACT QUICKLY

YOUR LIFE COULD DEPEND ON IT