



Active Shooter Guidelines for Students and Staff

Identify:

- ⦿ Look for unusual behavior
- ⦿ Make note of persons carrying suspicious packages or clothing which may conceal weapons.
- ⦿ Be observant for potential improvised explosive devices, many active shooters attempt to use secondary explosions as weapons
- ⦿ Make note of actors physical appearance, clothing, the type and quantity of weapon used and the actor's behavior
- ⦿ Be aware that additional actors may be present and may or may not be taking action
- ⦿ Direction actor(s) are moving
- ⦿ Number of potential victims and their location
- ⦿ Any other information that you can safely obtain
- ⦿ Possible safe locations for you to evacuate or barricade until help arrives

Communicate:

- ⦿ As soon as safely possible relay information to police
- ⦿ Give police as thorough a description of the actor/actors as possible
- ⦿ If safe to do so attempt to give warning to others in the area
- ⦿ Resist the urge to yell or shout, speak in a clear, calm voice
- ⦿ Update responding units with information as necessary
- ⦿ Be aware that a loud voice may alert the actor of your location



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Police Department

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Evacuate/Lockdown:

- ⦿ Quickly determine the most reasonable way to protect your life. Remember that if you take action others are likely to follow your lead during an active shooter situation. Assist others in your immediate area if you can do so safely
- ⦿ Evacuate If there is a safely accessible escape path, attempt to evacuate the premises. Be sure to:
 1. Have an escape route and plan in mind
 2. Evacuate regardless of whether others agree to follow
 3. Leave your belongings behind
 4. Help others escape if possible
 5. Attempt to prevent individuals from entering an area where the shooter may be
 6. Keep your hands visible
 7. Follow the instructions of any police officers
 8. Do not attempt to move wounded people
 9. Avoid long hallways or other open areas when you are exposed while moving for extended periods
 10. Move in a non-linear manner. Most untrained shooters cannot effectively shoot at a moving target at distance
 11. Stay low to the ground use any concealment available
 12. Notify police when you are safe
- ⦿ Lockdown If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. If you are in a hallway attempt to enter a room.
- ⦿ This location should:
 1. Be out of the shooter's view. Stay out of area visible through doors/windows.
 2. Provide protection if shots are fired in your direction



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3. Not trap you or restrict your options for movement

(Lockdown does not mean hunker down to die)

☉ To prevent the shooter from entering the area:

1. Lock the door
2. Barricade the entryway with any heavy object i.e. furniture.
3. Turn off lights as well as any device which may make noise keep radio volume as low as possible.
4. Continually evaluate if escape has become a safe option.

In some circumstances neither evacuation nor barricading will be a reasonable option. If confronted by a shooter when no other option exists using swift, violent force against the actor may end the situation. Consider using any available objects as improvised weapons. Previous active shooter incidents have shown that unarmed action against shooters can and has stopped violent incidents.

How to respond when police arrive:

(What you should know)

- ☉ Police priorities during an active shooter are unique. Their foremost objective is to proceed to the area the shooter is believed to be and neutralize the threat
- ☉ Initial police arriving on scene will not stop to aid injured persons. A supplemental rescue team comprised of additional officers will follow for this purpose

The rescue team may ask for able bodied individuals to assist in removing the wounded

(What you should do)

- ☉ Remain calm and follow officer's instructions
- ☉ Don't assume officers will know you are not an actor



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- ⦿ Put down any items in your hands
- ⦿ Raise your hands and spread your fingers, keep them visible at all times
- ⦿ Avoid making quick movements towards officers such as grabbing them to hold on for safety
- ⦿ Avoid pointing, screaming, or yelling
- ⦿ Do not stop to ask officers for help or directions when evacuating just proceed the direction the officers entered the premises
- ⦿ Once in a safe location provide officers with any information you have available
- ⦿ Don't leave the safe location until directed to do so by officers