

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Students and visitors are likely to follow the lead of employees and managers during an ACTIVE SHOOTER situation.

1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Be familiar with classroom, office, and building exits
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible

2. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- Be out of the shooter's view
- Lock the door and turn off the lights
- Blockade the door with heavy furniture
- Stay away from windows and doors
- Seek protective cover and silence your cell phone

3. TAKE ACTION

As a last resort and only when your life is in IMMEDIATE danger, attempt to disrupt and/or incapacitate the shooter by:

- Act aggressively against the shooter
- Throw items
- Improvise weapons
- Yell or scream at the shooter
- Commit to your actions

When it is safe to do, contact Campus Police at 954-5000

HOW TO REACT AND INFORMATION NEEDED

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT:

- Remain calm, and follow officers' instructions
- Put down any items in your hands
- Keep your hands visible at all times
- Immediately raise hands and spread fingers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location
- Any explosions or explosive devices

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An ACTIVE SHOOTER may be a current or former employee. Please alert Campus Police if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/Withdrawal
- Repeated violations of college policies
- Increased severe mood swings
- Noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



**Contact Campus Police
954-5000**

For more information and training on
active shooter response in your workplace.

