

Emergency Lock-Down Procedures

WHAT TO DO IN THE EVENT OF A HOSTILE INTRUDER ON CAMPUS OR ACTIVE SHOOTER

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Safety Tips & Guidelines regarding potential “Active Shooter” incidents occurring on Campus

Active Shooter Defined

This situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at Law Enforcement or Community members and or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving “armed” Law Enforcement units to take immediate action to end the danger by locating the suspect.

In the Classroom or Office and No Escape is Feasible

If you are in a classroom, room or office, **STAY THERE**, secure the door.

If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door.

If the door has a window, cover it if you can

Depending on the gunmen’s location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and as quietly as possible

If no Police units are yet on scene move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive. “Cover” is something that will “stop a bullet”, not concealment.

If officers arrive on the scene, community members should get out and move toward any Police vehicle when safe to do so while keeping their hands on top of their head and **do exactly and immediately what the Police tell you to do.**

Don’t leave the area entirely. You may have information that responding Police Officers will need. Once in a safe place stay put.

If the windows don’t open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.

Cell Phones

A cell phone can be a life line both to notify police of the incident itself and also to keep police updated on the movement of the shooter or other situational needs. Make sure the phone is on silent or vibrate and speak as softly as possible and do not use the speaker feature of the phone. If inside a room with others, only one person should be the cell phone user with the police dispatcher.

In Hallways or Corridors

If in the hallways, get into a room that is not already secured and secure it behind you.

Unless you are very close to an exit, don’t run through a long hall to get to one.

you may encounter the gunmen or hostage taker. Don’t hide in restrooms!

In large rooms or auditoriums

If in a gym or theater area and the gunmen or hostage taker/s are not present move to and out the external exits and move toward any police unit. Again keeping your hands on your head. Do what the police tell you!

Trapped with the Gunmen

If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.

If they do start shooting people, you need to make a choice, (*at this point it is your choice*) stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.

Again this is **not a recommendation** to attack the shooter but rather a choice to fight when there is only no other option.

Open Spaces

Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop a bullet.

Important Note!

Always notify the police department as soon as it is safe to do so.

These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.