

How to respond to an active shooter

1-Evacuate

- a) Have an escape route in mind
- b) Leave your belongings behind
- c) Keep your hands visible

2- Hide out

- a) Hide in an area outside of shooters view
- b) Block the entry to your hiding space and lock the doors
- c) Silence your cell phone and/or pager

3-Take action

- a) As a last resort and only if your life is in danger
- b) Attempt to incapacitate the shooter
- c) Act with physical aggression and throw items at the active shooter

4-Call 911 when it is safe to do so and when law enforcement arrives

- a) Remain calm and follow instructions
- b) Put down any items in your hands (bag, jacket, etc.)
- c) Raise hands and spread fingers
- d) Keep hands visible at all times
- e) Avoid quick movements towards officers such as holding on to them for safety
- f) Avoid pointing, yelling or screaming
- g) Do not stop to ask officer for help or direction when evacuating

5-You should provide to law enforcement or 911 operator

- a) Location of active shooter
- b) Number of shooters
- c) Physical description of shooters
- d) Number and type of weapons held by shooters
- e) Number of potential victims at the location

When a situation like this happens always stay calm and use your best judgment

- a) Be aware of your environment and any possible dangers
- b) Take note of two nearest exits
- c) If you are in an office, stay there and secure the door
- d) Attempt to take down active shooter as a last resort

This information was supplied by US Department of Homeland Security