

## Active Shooter

- **Call campus or local police.**
- Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

**NOTE:** An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

### **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from Public Safety and/or public agency personnel.

### **IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE**

- Stay inside the classroom/office.
- If possible, close and lock the outside door to the room.
- Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If possible and safe to do so, report the location of the assailant.

### **IF SUSPECT IS IN CLOSE PROXIMITY**

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection. An individual must use his/her own discretion about when he or she must engage a shooter for survival.