

ACTIVE SHOOTER / HOSTILE INTRUDER RESPONSE GUIDE

You must quickly determine the most reasonable way to protect your own life. If you are able to protect the lives of others without endangering your own life, do so. Your personal safety is always paramount; you cannot help others if you become a victim.

RUN – HIDE - FIGHT

1. **RUN (EVACUATE):** If there is an accessible escape path, attempt to evacuate the premises. Whenever you enter an interior or exterior area, always have an escape route and plan in mind. Take note of the nearest exits in any facility you visit. Leave your belongings which are not immediately on or about you behind and keep your hands visible.
 - A. Help others escape, if possible and if doing such does not endanger your life.
 - B. Prevent individuals from entering an area where the active shooter may be.
 - C. Do not attempt to move wounded people.
 - D. As you evacuate, warn individuals not to enter an area where the active shooter may be.
 - E. If you determine evacuation is the best strategy for your personal information, then do so regardless of whether others agree to follow.
 - F. Keep your hands visible and follow the instructions of any police officers.

2. **HIDE (HIDE OUT):** If safe 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 or open area, get into a room and secure the door. Choose the best space that is available quickly.
 - A. Your hiding place should:
 - 1) Be out of the active shooter's view.
 - 2) Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
 - 3) Not trap you or restrict your options for movement.
 - B. To prevent an active shooter from entering your hiding place, Close, cover, and move away from window:
 - 1) Lock the door.
 - 2) Block entry to your hiding place. Use heavy items to barricade yourself if possible.
 - C. If the active shooter is nearby and you are hiding out:
 - 1) Remain quiet.
 - 2) Silence your cell phone. Even the vibration setting can give away a hiding position.
 - 3) Hide behind large items (i.e., cabinets, desks).
 - D. Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter.

3. **FIGHT (TAKE ACTION):** As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
 - 1) Act as aggressively as possible against him/her.
 - 2) Throw items and improvise weapons.
 - 3) Yell.
 - 4) Commit to your actions.

4. **INFORM AUTHORITIES:** When safely possible, provide the following information to 911, security officers or law enforcement officers on scene:
 - A. Location of the active shooter.
 - B. Your location (be as specific as possible).
 - C. Number of shooters, if more than one.
 - D. Physical description of the shooter(s).
 - E. Number and type of weapons held by the shooter(s).
 - F. Number of potential victims at the location.

5. **LAW ENFORCEMENT RESPONSE:** Law enforcement's immediate purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots or violence was heard.
 - A. The first officers to arrive at the scene **will not** stop to help injured persons because their first priority is life safety, so they will need to secure the scene first.
 - B. When there is an emergency such as an active shooter incident, it is important to remember that officers arriving on scene may be coming from many different duty assignments and will likely be in various types of uniforms and even in street clothes. Do not be surprised by the variances in appearance, as law enforcement officials are trained to react quickly and work together.
 - C. Additional officers may arrive in teams. These teams may:
 - D. Wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
 - E. Be armed with rifles, shotguns, and/or handguns.
 - F. Use pepper spray or tear gas to control the situation.
 - G. Shout commands, and may push individuals to the ground for their safety.

Emergency medical personnel will also arrive at the scene. Rescue teams will treat and remove any injured persons. These teams may also request able-bodied individuals to assist in removing the wounded from the premises.

When law enforcement arrives:

- 1) Remain calm, and follow officers' instructions.
- 2) Put down any items in your hands (i.e., bags, jackets).
- 3) Immediately raise hands and spread fingers.
- 4) Keep hands visible at all times.
- 5) Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- 6) Avoid pointing, screaming, and/or yelling.
- 7) Do not stop to ask officers for help or direction when evacuating—just proceed in the direction from which officers are entering the premises.

All college students and employees, including security personnel, are encouraged to complete active shooter/hostile intruder training made available through the College or other reputable organizations such as the Department of Homeland Security. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you. Help others when you are sure you can do so without endangering your own life.