



(U) Employee Response to an Active Shooter Incident

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(U) Provide the following information to law enforcement if possible:

- (U) Number of shooters.
- (U) Location of active shooter(s).
- (U) Physical description of shooter(s).
- (U) Number and type of weapons held by shooter(s).
- (U) Number of building occupants.



(U) The Federal Bureau of Investigation advises individuals to run and evacuate the building, hide in a secure area, or take action and fight the assailant during an active shooter incident.

(U) What to Do When Law Enforcement Arrives

(U) Individuals should remain calm, put down any items, and immediately raise their hands and spread their fingers. Keep hands visible at all times.

(U) Avoid making quick movements toward officers, and avoid pointing and screaming.

(U) Do not stop to ask officers for help when evacuating.

(U) Note that initial responding officers will not stop to treat the injured victims or begin evacuations until the threat is neutralized and the area is secure. Once the threat is neutralized, officers will begin treatment and evacuation. Subsequent responding officers will establish safe corridors for persons to evacuate.

(U) Sources:

- (U) Active Shooter: How to Respond. US Department of Homeland Security. 2008.
- (U) Active Shooter/Hostile Intruder. Valdosta State University.
- (U) How to Survive an Active Shooter. UT Health Science Center.

(U) How to Respond During an Active Shooter Incident

(U) When an active shooter is in the vicinity, individuals should take the following measures:

- (U) *Evacuate*: Building occupants should evacuate the facility if it is safe to do so. Individuals should leave their belongings, visualize their escape route before beginning to move, and avoid using elevators.
- (U) *Hide*: If evacuating the facility is not possible, building occupants should hide in a secure area, lock all doors, blockade the doors with heavy furniture, cover all windows, turn off all the lights, silence any electronic devices, lie on the floor, and remain silent. The hiding place should be out of the active shooter's view. The safest place to hide is inside a room with no windows.
- (U) *Take Action*: If neither escaping the facility nor seeking shelter is possible, individuals should attempt to disrupt and/or incapacitate the active shooter by throwing objects, using aggressive force, and yelling.

(U) If an active shooter incident occurs outside:

- (U) Drop to the ground immediately and lie face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- (U) Crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that objects may conceal you from sight, but may not be bulletproof. When you reach a safe place, stay down and do not move.

(U) When confronted with an active shooter:

- (U) If confronted while seated in an office, immediately fall to the floor. If confronted while walking down a hallway, look for an open room to hide. If confronted while seated in an office, immediately fall to the floor. If confronted while walking down a hallway, look for an open room in which to hide.

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