

ACTIVE SHOOTER PROCEDURES

If shooter is outside building:

- Turn off lights, lock windows & doors, close curtains
- If possible get on floor out of line of fire
- Move to central secure area if safe
- Stay until all clear signal from recognized authority
- Follow directions of uniformed police

If shooter is inside the building

- If safe to exit, flee the area, if unsure do not flee
- Dial 9-1-1 to give location
- Do not pull fire alarm
- If flight not possible, lock doors, get on floor, remain silent
- Barricade door with something heavy
- Hide behind something that stops bullets
- Wait for all clear from recognized authority
- Follow uniformed police directions

If shooter comes into class or office:

- Call 9-1-1 if safe to do so
- Hide behind something that stops bullets
- Fight the shooter, rush with lots of people, throw things, use improvised weapons to take the shooter to the ground
- Wait for all clear signal from recognized authority
- Follow directions of uniformed police

If caught outside in the open:

- Hide behind something that stops bullets. Wait for emergency personnel.
- Run if safe, make a run for it, do not run in straight line
- Summon help when safely away
- Play dead if you can't run or hide, wait for help
- Fight as a last option, use any object to try and disable intruder
- Wait for all clear signal from recognized authority
- Follow directions of uniformed police

When Police Arrive:

- Put your hands in the air to show you are not a threat