

EMERGENCY RESPONSE

Active Shooter --- How to Respond

Profile of an Active Shooter:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

How to Respond When an Active Shooter is in the building.

Quickly determine the most reasonable way to protect your own life. You have three options:

Option 1 - RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 and security desk at 312 939 0133 when you are safe

When calling 911 be prepared to give as much information as possible such as:

Your name.

Address of the school building.

If possible, number of shooters, identification of shooters (name, gender, description, weapon type).

Your present location.

Number of victims.

Option 2 – HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

If you are in the office, stay in the office. If you are in classroom, stay in the classroom. If you are in the open area, find a closest office, classroom or enclosed area.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office or classroom with a closed and locked door).

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture.
- Call 911 and security desk at ext. 3100 then silence your cell phone.
- Turn off any source of noise (i.e., radios, overhead projectors etc.)
- Turn off the lights.
- Cover the Door windows.
- Hide behind large items (i.e., cabinets, desks)
- Keep quiet, remain out of sight and act as if no one is in the room.
- Do not answer the door until you are sure the situation is safe.
- Do not leave or unlock the door to see what is happening.
- Do not attempt to confront or apprehend the shooter, **UNLESS THIS IS A LAST RESORT.**
- Evacuate the room **ONLY** when law enforcement have arrived and given the all clear.

If an active shooter enters your office or classroom.

Try to remain calm, Dial 911, if possible, and alert police to the shooters location. If you cannot speak, leave the line open so the dispatcher can listen to what's taking place. Normally, the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. However, attempting to overpower the shooter with force should be considered a very last resort; after all the other options are exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not and do not touch anything that was in the vicinity of the shooter.

Option 3 – FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Shouting
- Committing to your actions