

# “Active Shooter”

## *Emergency Response Guide*

When an active shooter situation has been identified, notification should be sent to all occupants on the property. The notification should include the location of the shooter if known. It is important to notify the police at the same time and provide ongoing information as the incident develops.

The reception area in the lobby will most likely be the first to identify the threat. If the shooter is outside the building the lobby should be secured and evacuated. All personnel should move in the opposite direction of the shooter. Management should consider the following when directing staff during an active shooter incident:

- **Evacuate**
- **Shelter in Place**
- **Take Action Against the Threat**



### Evacuate (RUN)



The first priority is to evacuate if it is safe to do so. The decision to evacuate the building is up to each individual. Using the designated evacuation points will depend on several considerations. Occupants should consider the proximity of the threat and the distance to the exit point. If you are on the same floor, or a floor above the shooter, consider sheltering in place. If you feel you can get out quickly and not be exposed to the shooter you should consider evacuating the building. If you evacuate you should:

- Have your escape route and plan in mind
- Help others if you are able to do so
- Leave personal items behind and have nothing in your hands
- Keep your hands open and in front of you
- Do not use the elevator
- Call 911 when it is safe to do so
- Prevent others from entering the area where the shooter may be
- If you encounter Police follow the officer's direction. Show the officers your hands are empty
- If the police ask for your key card or access code, give it to them
- Move to one of the predesignated rally points and stay there for further direction from the Police or Leadership

## Shelter in Place (HIDE)



If evacuation is not possible the second priority should be to “hide” or shelter in place. The decision to shelter in place is up to each individual. Occupants should consider the security/protection offered by the area they are in. If you decide to shelter or hide you should:

- Look for rooms that have:
  - Solid, lockable doors
  - More than one exit
  - No interior windows
  - You should be out of the view of the shooter
- Look for places that will not trap or restrict your options for movement
  - Hide behind objects that offer cover and concealment. (Cover is an object that will help protect you from gunfire. Heavy, dense objects such as furniture or concrete walls etc.)
- If you are in an enclosed room and the shooter is nearby you should:
  - Lock the door
  - Turn off the lights
  - Move furniture and/or heavy objects against the door
  - Silence cell phones and any other noise sources like televisions, radios etc.
  - Stay low to the ground and seek cover
  - Remain quiet
  - Provide first aid if necessary
  - Do not come out until directed to do so by verified law enforcement

---

## Take Action Against the Threat (FIGHT)



If the shooter finds you, and your life is in imminent danger, you should attempt to disrupt and/or incapacitate the shooter. If you decide to take action against the shooter, you should:

- Move towards the sides of the door the attacker is entering
- Attack in groups, if possible – the group becomes the weapon
- As the shooter enters, grab for the weapon and force it downward
- Target the attacker’s eyes, face and throat area
- Yell at the attacker
- Act aggressively and stay committed to the action
- Throw objects at the attacker
- Use unconventional weapons

