

# HOW TO RESPOND

## WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

<b>1. Run</b> <ul style="list-style-type: none"><li>• Have an escape route and plan in mind.</li><li>• Leave your belongings behind.</li><li>• Keep your hands visible.</li></ul>	<b>2. Hide</b> <ul style="list-style-type: none"><li>• Hide in an area out of the active shooter's view.</li><li>• Block entry to your hiding place and lock the doors.</li><li>• Cover windows, if possible.</li></ul>	<b>3. Fight</b> <ul style="list-style-type: none"><li>• As a last resort and only when your life is in imminent danger.</li><li>• Attempt to incapacitate the active shooter.</li><li>• Act with physical aggression; throw items at the active shooter.</li></ul>
<b>CALL 911 WHEN IT IS SAFE TO DO SO</b>		

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers - Keep hands visible at all times
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATORS:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee or student. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons