

ACTIVE SHOOTER RESPONSE POLICY

This policy is intended to provide guidance in the event an individual is actively shooting persons on school property. It is the policy of [Name of School] to provide an active shooter emergency response plan to alert staff and student that an active shooter appears to be actively engaged in killing or attempting to kill people on school property. For purposes of this Policy, an **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on school property. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

1. The first staff member to identify an active shooter situation:
 - a. As soon as possible, should call the School emergency number (_____) and announce a prearranged code (e.g., “Active Shooter”) (with the location of the incident) and a physical description of the person(s) with the weapon, and type of weapon, if known.
2. The emergency operator upon notification will:
 - a. Provide a public announcement “Code _____ (and the location)” on the public address system.
3. The emergency operator or any staff member who is at a location distant from the active shooter, such as in a different area or floor, will contact 911.
4. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the police:
 - a. Description of suspect and possible location.
 - b. Physical description and number of shooters, if more than one
 - c. Number and types of weapons.
 - d. Suspect(s) direction of travel.
 - e. Location and condition of any victims

In response to an active shooter event, there will be three potential courses of action:

1. Evacuate
2. Hide out
3. Self-defense

The following guidelines identify these courses of action:

EVACUATE

If there is a **SAFE** accessible escape path, attempt to evacuate school property, following these recommendations:

- a. Have an escape route and plan in mind
- b. Leave your belongings behind
- c. Help students and others escape
- d. Prevent individuals from entering an area where the active shooter may be
- e. Keep your hands visible as you exit the building
- f. Follow the instructions of any police officers
- g. Do not attempt to move wounded people unless you are otherwise trained to do so and can do so safely
- h. Call 911 when you are safe

HIDE OUT

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

- a. Be inconspicuous
- b. Be out of the active shooter’s view
- c. Provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- d. Not trap you or restrict your options for movement

To prevent an active shooter from entering the hiding place:

- a. Lock the door
- b. Turn the lights out
- c. Blockade the door with heavy furniture (desks, chairs, A/V equipment, etc.)

If the active shooter is nearby:

- a. Lock the door
- b. Silence cell phones and/or pagers
- c. Turn off any source of noise (i.e., radios, televisions)
- d. Hide behind large items (i.e., cabinets, desks)
- e. Remain quiet and motionless

SELF-DEFENSE

If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:

- a. Remain calm
- b. Dial 911, if possible, to alert police to the active shooter's location
- c. If you cannot speak, leave the line open and allow the 911 dispatcher to listen

Take action against the active shooter and only when you believe your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter as follows:

- a. Acting as aggressively as possible against him/her
- b. Throwing items and improvising weapons
- c. Yelling
- d. Commit yourself to defensive physical actions and most importantly
- e. **Believe you will survive!**

How you should react when law enforcement arrives:

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