

Active Shooter Quick Guide

You play a critical role during emergency response procedures. Other people may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency. They will depend on you for immediate direction and assistance. In an emergency, it could make all the difference.

What is Active Shooter/Threat?

Active shooter/threat situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the threat and mitigate harm to innocent victims.

Hostage or standoff situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and standoff situations can rapidly shift to Active Shooter/Threat situations and vice versa.

How to respond when an active shooter/threat is in your vicinity:

*If it is determined there is an active shooter/threat in your vicinity, your first choice should be to **evacuate** the area of the threat.*

1. **Evacuate**

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Keep your hands visible
- Call 9-1-1 when safe to do so, provide as much information as possible such as your location, number and description of suspects if known and weapons used.

*In the event it may be difficult to evacuate the vicinity, your next option may be to **hide out**.*

2. **Hide Out**

- Hide in an area out of the suspect's view
- Block entry to your hiding place and lock the doors if possible
- Turn out the lights
- Silence electronic devices
- Make your location look as though it is empty
- Call 9-1-1 when safe to do so

*In the event you are face to face with the suspect and your life is in imminent danger, you may have to **take action**.*

3. **Take Action**

- Attempt to incapacitate the suspect
- Act with physical aggression and throw items to distract or disable the suspect

How you should react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Keep hands visible at all times
- Avoid making quick movements towards officers
- Avoid pointing, screaming and/or yelling

Information you should provide to law enforcement or 9-1-1 operators:

- Location of the active shooter/threat
- Number of suspects
- Description of suspects
- Type of weapons used