



HOW TO RESPOND TO AN ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life. Students and guests are likely to follow the lead of faculty and staff during an active shooter situation.

EVACUATE



HAVE an escape route and plan in mind.
LEAVE your belongings behind.
KEEP your hands visible.

HIDE



HIDE in an area out of the active shooter's view.
BLOCK the entry to your hiding place, and lock the doors.

TAKE ACTION



AS A LAST RESORT when your life is in imminent danger:
ATTEMPT to incapacitate the active shooter.
ACT with physical aggression, and throw items at the active shooter.

[CALL 707-654-1111 WHEN SAFE TO DO SO]

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

REMAIN calm, follow officers' instructions.
IMMEDIATELY raise hands & spread fingers.
KEEP hands visible at all times.
AVOID making quick movements such as holding onto officers for safety.
AVOID pointing, screaming or yelling.
DO NOT ask for help or directions when evacuating.

INFORMATION TO PROVIDE TO LAW ENFORCEMENT

LOCATION of the active shooter(s)
NUMBER of shooters
PHYSICAL DESCRIPTION of shooter(s)
NUMBER of and type of weapon held by shooter(s)
NUMBER of potential victims

ACTIVE SHOOTER SAFE PLACE

PRE-PLAN

Identify safe spaces in your office or classroom with:

ENTRANCES & EXITS that lock
MOVABLE furniture that can reinforce the door
FIRST-FLOOR WINDOWS for escape

BE PROACTIVE

TAKE your cell phone & place on vibrate to conceal position
NOTIFY police of your location and status of people with you

RECOGNIZING THE SIGNS

An active shooter may be a current or former employee. Alert your human resources department if you think an employee exhibits potentially violent behavior. Indicators include:

INCREASED use of alcohol or illegal drugs
UNEXPLAINED increase in absenteeism or vague physical complaints
DEPRESSION or withdrawal
SEVERE mood swings and unstable or emotional responses
INCREASED discussion of problems at home
UNSOLICITED comments about violence, firearms, weapons and violent crimes