

# *SCHOOL SHOOTING — IF IT HAPPENS HERE, WHAT SHOULD I DO?*

## *Secure Immediate Area:*

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones

## *Un-Securing an Area:*

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses –vs— the safety of a few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- Follow all Police Instructions to ensure your own safety

## *Contacting Authorities:*

- Program Emergency Numbers into your phone
- On Campus Phone—911 / Off Campus Phone - 235-1515
- Use emergency phones in buildings, elevators, or around campus

## *What to Report:*

- Your specific location: building name and office/room number
- Number of people at your specific location
- Injuries: number injured, types of injuries
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc

## *Police Response:*

- Immediate objective is to engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation