



EDGEWOOD COLLEGE

ACTIVE SHOOTER

An Active Shooter is a person who is using a firearm or other weapon with the intent to injure or kill others. Law enforcement personnel will deploy to the location of the active shooter with the primary goal of stopping the intruder.

An Active Shooter incident can occur under a variety of circumstances, so no one set of guidelines is able to cover specific actions to take in every situation. Even so, familiarity with the following information can help with planning your own survival strategy in a variety of incidents.

When an active shooter is *OUTSIDE* your building or room:

- Proceed to a room that can be locked. On your way to the room, tell as many people as possible to do the same.
- Lock all doors and windows and turn off the lights.
- Have **one person** in the room **call 911** and be prepared to advise the dispatcher of:
 - Your location.
 - Your name.
 - The number of people in the room with you.
 - Any and all information about the intruder and the shooter's actions and location.
 - Silence your cell phone.
 - Remain in the room until advised by law enforcement personnel to exit the building. Do not respond to unidentified or unrecognized voice commands or fire alarms.
 - Officers will enter your building and check each room. Do not leave your location until you are notified by law enforcement or campus security.

When an Active Shooter intruder is *INSIDE* your building:

- Determine if the room you are in or near can be locked or otherwise secured. If so, follow the procedures as indicated above.
- If the room cannot be locked or secured, locate the nearest exit and determine whether or not you can exit the building safely.
- If you can safely leave the building, do so by following the instructions listed below under "How to exit a building safely."

When an Active Shooter enters your office or classroom:

- Try to remain calm and **call 911**, if possible. If you are unable to speak, leave the phone line open so that the dispatcher can hear what is taking place.
- If you cannot escape or hide, you may:
 - Try to negotiate with the intruder.
 - Pretend to be unconscious.
 - Attempt to overpower the intruder with force, as a last result.

How to exit a building safely:

- Have a route planned before attempting to leave.
- Do not attempt to carry anything with you while fleeing.
- Move quickly and keep your hands visible with palms upraised, as you exit the building.
- Do not attempt to treat or remove injured people, but note their locations so that you may provide the information to emergency responders.
- Proceed to a safe location.
- Remain at the designated assembly area until you are released.
- **Always** comply with commands from law enforcement officers.

What to expect from responding officers:

Police officers responding to an active shooter may be wearing regular uniforms or special tactical gear, but they will be clearly identified as law enforcement officers.

- Responding officers will point firearms at you while seeking the threat. This is a normal part of their training and response. Avoid any sudden furtive movements and obey all officer commands. Keep your hands visible to officers at all times.
- Responding officers are trained to proceed immediately to the area where the incident is taking place to neutralize the threat. If you are injured, they will not stop to assist you.
- Another group of officers and/or tactical medics will follow to provide medical assistance and help with evacuation.
- Remain calm and **immediately comply with all commands from law enforcement officers.**