

Your Workplace Plan for Active Shooter Response

Active Shooter Awareness

Know your facility's emergency procedures, personnel, and equipment!

Emergency Numbers	
Emergency Services	9-1-1 LOCAL
Emergency Information	
Local Police Department	
Local Fire Department	
Local Hospital	
Facility Security	

Evacuation Plan

How would you evacuate in the event of an active shooter incident?	
Describe your plan :	
Identify nearest exits	
Map out escape routes	
What if you are somewhere other than your workstation?	

Shelter-in-Place Plan

Where would you hide in the event of an active shooter incident?	
Describe your plan :	
Identify rooms with locking doors	
Identify rooms with heavy furniture	
What if you are somewhere other than your workstation?	

Take-Action Plan

What would you do if you were forced to take action against the shooter?	
Describe your plan :	
Consider the risks you are willing to take	
Identify items that could be used as weapons	

Cooperate with First Responders!

Law enforcement will:

- Proceed directly to the area in which the last shots were heard
- Arrive in teams of four and wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Be armed with rifles, shotguns, handguns
- Possibly use pepper spray or tear gas to control the situation
- Shout commands and possibly push individuals to the ground for their safety

You should:

Assist first responders:	• Remain calm and follow instructions • Evacuate in the direction first responders are entering • Do not stop to ask first responders for help or direction when evacuating
Protect yourself:	• Put down any items in your hands • Raise hands and spread your fingers; keep hands visible at all times • Avoid quick movements
Provide the following information:	• Location of the active shooter • Number of shooters • Physical description of shooter(s) • Number and type of weapons held by the shooter(s) • Number of potential victims