

Active Shooter Refresher

In the event of an active shooter event at <Insert Name of Institution>:

1. **Run:** Evacuate the area and if possible the building. Once outside get to a safe distance from the building. This would be the office park across the across the east parking lot or the Exxon station. Use cars and trees for cover from Tower's windows.
2. **Hide:** If your evacuation route might take you into the path of the shooter get out of site.
 - If possible barricade the doors.
 - Turn off the lights.
 - Put a large piece of furniture between you and the shooter's line of sight.
 - Silence your cell phones, this includes the vibration mode.
 - If it is safe to do so call 911 from your cell, 9-911 from your HQ/Laurel desk, at the community branches the local police number on the inside front cover of the emergency procedures handbook, at the sponsor branches dial 301-688-6911
 - Tell the police your name, location (address and where in the building), that there is an "active shooter" – this is key in getting the correct police response.
3. **Fight:** If confronted with the shooter fight using anything at hand. Try to disarm, disable, and restrain the shooter until police arrive.

Do NOT:

1. **DO NOT pull the fire alarm.** This gives the shooter audio coverage and sends everyone else who may be unaware of the shooting danger into the path of the gunman. It also summons the fire department who are unprepared for a shooter and not the police.
2. **DO NOT push the hold-up alarms.** The procedures the police use when responding to a robbery are totally different and inappropriate for an active shooter situation. Call the police directly and use the words "active shooter."
3. **DO NOT expect the first officers on the scene to help you if you are injured.** They are there to stop the shooter. Others are coming to offer aid.
4. **DO NOT impede police by running at them, trying to touch them, or shout your need for help.** Follow their instructions instead and answer what they ask you.

If you are still in the building or evacuating when police arrive:

1. Expect that the police will be shouting and pointing weapons at you. This is for their protection as well as yours. They don't know you and don't know that you are a victim and not the shooter.
2. Show police your open empty hands. Phones should be dropped or in pockets. Police are trained that "hands kill."
3. Don't make any sudden moves and cooperate with officers. You can let your family know you are safe once police know you aren't the threat.

Resources:

1. Run, Hide Fight Video on YouTube: <http://www.youtube.com/watch?v=5VcSwejU2D0>
2. Department of Homeland Security's Active Shooter Response Booklet: http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
3. Department of Homeland Security's Active Shooter Pocket Card: http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf