An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

**COPING WITH AN ACTIVE SHOOTER SITUATION**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

**PROFILE OF AN ACTIVE SHOOTER**

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

**CALL 911 WHEN IT IS SAFE TO DO SO**
HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT
- Hide in an area out of the active shooter’s view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION
- As a last resort and only 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 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND
WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION
YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location