

## **First Response Team Active Shooter Checklist\***

### **Active Shooter Checklist**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

### **Guidance to Faculty, Staff and Students**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

#### **If an active shooter is outside of building**

- Proceed to room that can be locked, close and lock all windows & doors. Turn off lights.
- Get everyone on floor and ensure no one is visible from outside the room.
- One person should call “**9-911**”. Inform dispatch of what is taking place and location.
- Remain in place until police give “**ALL CLEAR**”.
- Do not respond to any unfamiliar voice commands unless it can be verified with certainty that it is from Police. Shooter may be attempting to lure victims from their safe space.

#### **If an active shooter is inside the same building**

- Lock door if possible. If room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- Get everyone on floor and ensure no one is visible from outside the room.
- One person should call “**9-911**”. Inform dispatch of what is taking place and location.
- Remain in place until police give “**ALL CLEAR**”.
- Do not respond to any unfamiliar voice commands unless it can be verified with certainty that it is from Police. Shooter may be attempting to lure victims from their safe space.

#### **If an active shooter enters your office or classroom.**

- Try to remain calm. Dial “**9-911**”, if you cannot speak just leave the phone off line so the dispatcher can listen to what's taking place. Normally, a 9-911 call location can be determined without speaking.
- If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- Lock door if possible. If room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- Get everyone on floor and ensure no one is visible from outside the room.
- One person should call “**9-911**”. Inform dispatch of what is taking place and location.
- Remain in place until police give “**ALL CLEAR**”.
- Do not respond to any unfamiliar voice commands unless it can be verified with certainty that it is from Police. Shooter may be attempting to lure victims from their safe space.

**07/27/09**

\*All information from UCSFPD “Safety Guidelines for Active Shooter Situations” 4/08

**No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive away until advised it is safe to do so by police.**

### **What to expect from responding police officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

07/27/09

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