**Active Shooter**

**Be Informed**

* Sign up for an active shooter training.
* If you see something, say something to an authority right away.
* Sign up to receive local emergency alerts and register your work and personal contact information with any work sponsored alert system.
* Be aware of your environment and any possible dangers.

**Make a Plan**

* Make a plan with your family and employees, and ensure everyone knows what they would do, if confronted with an active shooter.
* Look for the two nearest exits anywhere you go, and have an escape path in mind & identify places you could hide.
* Understand the plans for individuals with disabilities or other access and functional needs.

**During**

**RUN and escape, if possible.**

* Getting away from the shooter or shooters is the top priority.
* Leave your belongings behind and get away.
* Help others escape, if possible, but evacuate regardless of whether others agree to follow.
* Warn and prevent individuals from entering an area where the active shooter may be.
* Call 911 when you are safe, and describe shooter, location, and weapons.

**HIDE, if escape is not possible.**

* Get out of the shooter’s view and stay very quiet.
* Silence all electronic devices and make sure they won’t vibrate.
* Lock and block doors, close blinds, and turn off lights.
* Don’t hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
* Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
* Stay in place until law enforcement gives you the all clear.
* Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

**FIGHT as an absolute last resort.**

* Commit to your actions and act as aggressively as possible against the shooter.
* Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
* Be prepared to cause severe or lethal injury to the shooter.
* Throw items and improvise weapons to distract and disarm the shooter.

**After**

* Keep hands visible and empty.
* Know that law enforcement’s first task is to end the incident, and they may have to pass injured along the way.
* Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
* Officers will shout commands and may push individuals to the ground for their safety.
* Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
* Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
* If the injured are in immediate danger, help get them to safety.
* While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
* Turn wounded people onto their sides if they are unconscious and keep them warm.
* Consider seeking professional help for you, your family, and your employees to cope with the long-term effects of the trauma.

*Department of Homeland Security*