



## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. PATIENTS AND VISITORS ARE LIKELY TO FOLLOW THE LEAD OF STAFF MEMBERS DURING AN ACTIVE SHOOTER SITUATION.

### 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

### 3. TAKE ACTION

- As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter

**WHEN SAFE TO DO SO, DIAL *YOUR*  
EMERGENCY NUMBER  
2222 (MAIN CAMPUS); OR  
911 (SATELLITE FACILITIES)**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow officer's instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR DISPATCHER:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT THE HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings and noticeably unstable or emotional responses
- Increasingly talking of problems at home
- Increase in unsolicited comments about violence, firearms and other dangerous weapons and violent crimes