### 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 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 shooter
- Act with physical aggression and throw items at the active shooter

### HOW TO RESPOND

#### WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding 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

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*Call 911 when it is safe to do so.*