

IF THE SHOOTER IS IN YOUR BUILDING:

- Determine if the room you are in can be locked. If so, follow the directions above.
- If your room cannot be locked, move to a room that can, or exit the building – ONLY IF IT IS SAFE TO DO SO.
- Notify anyone you may encounter to exit the building immediately.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movements that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, call 8311 and provide the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident
 - c. Number of shooters, if known
 - d. Identification or description of shooter(s)
 - e. Number of persons who may be involved
 - f. Your exact location
 - g. Injuries to anyone, if known
- If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door.
- If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and /or under a desk and remain silent.
- Silence cell phones.
- Cover door windows.
- If possible, place signs in exterior windows to identify the location of injured persons.
- Wait for the police to come and find you.

IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:

- If possible call 911 or 8311 and alert the police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
- If you can't escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
- If the shooter(s) leaves the area, proceed immediately to a safer place, if possible.
- If you decide to flee, do not carry anything; move quickly and quietly, keep your hands above your head and