

# Your Workplace Plan for Active Shooter Response

## Active Shooter Awareness

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**Know your facility's emergency procedures, personnel, and equipment!**

Emergency Numbers	
Emergency Services	9-1-1 LOCAL
Emergency Information	
Local Police Department	
Local Fire Department	
Local Hospital	
Facility Security	

### Evacuation Plan

How would you evacuate in the event of an active shooter incident?	
Describe your plan :	
Identify nearest exits	
Map out escape routes	
What if you are somewhere other than your workstation?	

## Shelter-in-Place Plan

Where would you hide in the event of an active shooter incident?	
Describe your plan :	
Identify rooms with locking doors	
Identify rooms with heavy furniture	
What if you are somewhere other than your workstation?	

## Take-Action Plan

What would you do if you were forced to take action against the shooter?	
Describe your plan :	
Consider the risks you are willing to take	
Identify items that could be used as weapons	

## Cooperate with First Responders!

### ***Law enforcement will:***

- Proceed directly to the area in which the last shots were heard
- Arrive in teams of four and wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Be armed with rifles, shotguns, handguns
- Possibly use pepper spray or tear gas to control the situation
- Shout commands and possibly push individuals to the ground for their safety

### ***You should:***

<b>Assist first responders:</b>	<ul style="list-style-type: none"> <li>• Remain calm and follow instructions</li> <li>• Evacuate in the direction first responders are entering</li> <li>• Do not stop to ask first responders for help or direction when evacuating</li> </ul>
<b>Protect yourself:</b>	<ul style="list-style-type: none"> <li>• Put down any items in your hands</li> <li>• Raise hands and spread your fingers; keep hands visible at all times</li> <li>• Avoid quick movements</li> </ul>
<b>Provide the following information:</b>	<ul style="list-style-type: none"> <li>• Location of the active shooter</li> <li>• Number of shooters</li> <li>• Physical description of shooter(s)</li> <li>• Number and type of weapons held by the shooter(s)</li> <li>• Number of potential victims</li> </ul>