

ACTIVE SHOOTER ON CAMPUS TIP SHEET

TIPS on what you can do to minimize your chances of becoming a victim.

Although no advice can provide guaranteed protection, the following are suggestions you can take in order to protect yourself and minimize your chances of becoming a victim.

OUTSIDE SHOOTING THREAT

1. Immediately run into a building, enter a room and lock the door, if possible.
2. Drop anything you are carrying that may slow you down.
3. Use a tree, vehicle, mailbox, etc. for cover and concealment from the gunman.
4. If you are caught out in the open get on the ground and lay flat, do not move until the gunman has left the area.
5. As soon as possible **call 911** and tell the police where you are and if you need any medical attention.
6. Provide a detailed description of the assailant and the direction last observed traveling.

Difference between cover and concealment

- **Concealment:** is something that will block you from the view of the gunman. Soft wall cubicles and desks may conceal but provide no substantial ballistic protection.
- **Cover:** is something of substantial thickness and weight that will stop a bullet. Inside, office furniture and equipment such as vending machines, copy machines, and file cabinets can stop many types of bullets. Outside, hide behind a tree, vehicles, fire hydrants or landscape stones.

INSIDE SHOOTING THREAT

1. Stay and shelter in place or get to a room that can be locked or barricaded.
2. Reinforce the door with furniture, desks, file cabinets, tables, chairs or the largest and heaviest items available. Tie the door shut, if necessary.
3. Turn off the lights and computer monitors, close the blinds and cover door windows with an opaque cover.
4. Keep as quiet as possible. Stay low near a wall away from the door and windows. Place your back against an impenetrable wall, e.g., brick or cinderblock, if possible.
5. Place all cellular phones on silent or vibrate mode.
6. **Call 911** as soon as possible. Give your exact location to the police. Tell them how many there are with you and if anyone needs medical attention.
7. **BE OBSERVANT!** Describe the assailant if you have observed first-hand. (Criminal Description Sheet on next page.)
8. Do not open the door to any voice commands even if you recognize the voice.
9. Wait until you are sure the Police or Public Safety are present before opening the door. If unsure, call 911 to confirm that law enforcement officers have arrived.

WHAT TO DO WHEN POLICE ARRIVE

1. Follow the instructions of the police officers exactly.
2. Keep your hands visible at all times.
3. Do not touch anything at the crime scene.
4. Avoid making quick movements towards the officers.
5. Do not grab onto the officers at any time.
6. Avoid screaming or yelling!
7. **REMAIN ON THE SCENE** - Do not leave campus until you are instructed to do so by the police or Public Safety personnel.
8. Remember you may be a witness to a crime and may be required to speak with investigators.

*****Be prepared for officers to bypass you and immediately engage the shooter*****

CRIMINAL DESCRIPTION SHEET

Physical Description

HEIGHT _____

WEIGHT _____

NATIONALITY (IF KNOWN) _____

COMPLEXION _____

EYES — COLOR — EYEGASSES
(ALERT — NORMAL — DROOPY)

VISIBLE SCARS, MARKS, TATTOOS

AGE _____

Method of Escape

DIRECTION _____

LICENSE _____

VEHICLE DESCRIPTION _____

Remarks _____

**IN EMERGENCY
CALL POLICE IMMEDIATELY**

dial 911

POLICE DEPARTMENT CITY OF NEW YORK

