

METROPOLITAN

COMMUNITY COLLEGE

Faculty/Staff Response Checklist Active Shooter Incident

Figure Out:

- Develop a Survival Mindset
- What is happening?
- Where is it happening?
- Can I Get Out? Should I Hide Out?

Get Out if you can:

- Move quickly to an exit if you can do so without exposing yourself to danger.
- Leave your personal belongings behind.
- Alert others to danger.
- **DO NOT** sound the Fire Alarm as this may place others in danger as they evacuate.

Hide Out and Keep Out:

- Get out of sight and use available cover to protect you from bullets. (concrete walls, thick desks, filing cabinets, etc.)
- Lock and barricade doors
- Keep occupants calm, quiet, and out of sight
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Call Out:

- Use **Emergency 911**
- **457-2222** Metro Public Safety
- Be patient, as the 911 system will likely be overwhelmed.

What to Report:

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Attacker(s) location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Spread Out:

- Do not huddle together in groups
- Remain calm and quietly develop a plan in case attacker enters your room or area.

Take Out:(Last Resort Option)

- The shooter will continue to kill unless he is stopped.
- Be prepared to do whatever it takes to survive.
- Be as aggressive as you can, yell, throw things, use improvised weapons to distract and overcome the attacker.

Police Response:

- Officers may move past you, as their objective is to immediately engage attacker(s).
- Officers will evacuate victims only after the threat is eliminated.
- Weapons may be pointed at you.
- You may be searched and handcuffed
- Do not make sudden movements or run towards officers.
- Raise your arms and show your **EMPTY** hands
- Remain in a secure area until escorted out by Police or Public Safety Officers.