

# Active Shooter

## Proactive measures:

Program the Public Safety phone numbers into your cell phone:

Cell 304-904-2041, Office x6450.

Think about escape routes from an active shooter or any other emergency situation.

### Immediately

- If possible, stay out of the shooter's sight.
- Dial 911 or Public Safety from personal phone or campus phone if it safe to do so.
- If it is safe to do so, remove yourself and others from the area; if not remain inside.

### If you can not escape

- Get to a secure place. Lock all doors. Use objects from your surroundings to make a barricade against the door (i.e., chairs, tables, desks etc.).
- Turn off lights and computer monitors; close any blinds or cover windows.
- Remain calm and quiet. Lie out of view on the floor if possible.
- Silence all electronic devices and cell phones.
- If it can be done safely, place a white piece of paper in your window. This alerts the police that someone is in that area and injured.
- If possible, staying in a group is safer than being isolated.
- Keep room secure until an all-clear has been given.

### What to report

- Your location — building name, office or room number.
- Number of people at that location.
- Number of injured and the types of injuries.
- If known, report the active shooter's location, race and gender, physical and clothing description, and type of weapon(s) the shooter has.
- Only attempt to incapacitate the active shooter if you can safely do so without harm to yourself or others, and only if your life is in imminent danger.

### When police arrive

- Follow instructions from law enforcement officers.
- Leave personal items behind, and keep your hands raised for visibility.
- Remain calm and quiet.
- Upon request, assist authorities with the investigation by giving them detailed information regarding the situation.

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