



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**
- ☞ MCC Police 531-622-2222

- ☞ 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 Officers.