



Active Shooter Preparedness Guide

What to Do in the Event of an Active Shooter

Active shooter situations are unpredictable and evolve quickly. The first 3-5 minutes, prior to the typical response time for police, is the most critical.

BE PREPARED

- + Know your nearest exits, safe zone and escape route.
- + Assign pre-defined responsibilities to your team for active shooter situations.
- + Have response tools (e.g., mass notification) at your fingertips and stay current on how to use them.
- + Create and publish a specific active shooter plan – what to do with an active shooter in your workplace.
- + Rehearse and train for an active shooter situation at least annually.

1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

- + Keep your hands visible
- + Do not attempt to move wounded people
- + Call 911 when you are safe

2. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- + Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- + Not trap you or restrict your options for movement

If evacuation and hiding out are not possible:

- + Remain calm
- + Dial 911, if possible, to alert police to the active shooter's location
- + If you cannot speak, leave the line open and allow the dispatcher to listen

3. TAKE ACTION AGAINST SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- + Acting as aggressively as possible against him/her
- + Throwing items and improvising weapons
- + Committing to your actions

Email info@kastle.com or visit www.dhs.gov and search "Active Shooter" for more information.