

Active Shooter and Lockdown

Establish a written policy regarding disaster preparedness to include both internal and external threats and criminal activity. Lockdown procedures should take into account specific logistical and structural arrangement at the site. Prepare, plan and practice.

Plan

- Identify a room(s) in the building that can serve as a safe room(s) if a shelter-in-place or lockdown situation occurs.
- Ensure it has a solid core/metal door with a deadbolt lock.
- Ensure it has a telephone or other means of communication.
- Ensure the room has adequate food, water, trauma first aid kit or supplies (include tourniquet, chest seals, gauze etc.) as well as a restroom facility or improvised restroom capability.
- Consider including additional items that can be used to secure a door (i.e. rope or straps for self-closure mechanism).
- Establish an off-site rally point in case of emergency evacuation.

Prepare

- Assign personnel tasks during a lockdown situation, including:
 - Closing and locking exterior doors.
 - Closing interior doors to add more barriers.
 - Sweep facility and direct people into the lockdown room.
 - Consider additional site specific tasks.
- Maintain a USB drive or file with maps or blueprints of the building, employee roster, explanation of hazards that may exist on the site, etc. for law enforcement.
- Identify an individual to serve as a primary point of contact for law enforcement.
- Practice emergency lockdown and evacuation drills regularly.

Active Shooter – Know your options

Active assailant incidents are unpredictable and fluid; victims are selected at random. The assailant selects heavily populated and/or confined areas to kill or wound as many people as possible. Know and understand your options.

Run

- Know your escape route.
- Leave your belongings.
- Evacuate regardless of whether others follow.
- Alert others and prevent them from entering.
- Call 911 when you're safe.

Hide

- Ensure you are completely out of view.
- Lock and barricade the door.
- Turn off the lights.
- Silence your cell phone.

Fight

- Fight as a last resort only when your life is in imminent danger.
- Throw items, improvise weapons.
- Commit with as much physical aggression as possible, your life depends on it.

When Law Enforcement Arrives

- Initial officers on scene will proceed directly to the threat; rescue teams will follow.
- Follow all law enforcement instructions.
- Keep your hands empty and visible.
- Avoid quick movements toward officers; avoid screaming, yelling and pointing.
- Do not ask questions as evacuating.

Additional Resources: <https://www.dhs.gov/cisa/private-citizen>

