

Active Shooter Protocol

Quickly determine the most reasonable way to protect you own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

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

Be sure to:

- ✓ Have an escape route and plan in mind
- ✓ Evacuate regardless of whether others agree to follow
- ✓ Leave your belongings behind
- ✓ Help others escape , if possible
- ✓ Always move away from an active shooter area
- ✓ Keep your hands visible
- ✓ Follow instructions of law enforcement
- ✓ Do not attempt to move wounded people
- ✓ Call 911 when you are safe

2. Hide out and/or Lockdown

If evacuation is not possible, find a place to hide (see Safe Rooms)

- ✓ Provide protection if shots are fired in your direction
- ✓ Silence your cell phone
- ✓ Turn off any source of noise (radios etc.)
- ✓ Hide behind large items
- ✓ Remain quiet
- ✓ Remain calm and dial 911 if possible and advise shooter's location

3. Take action against the active shooter

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

- ✓ Activating as aggressively as possible against him/her
- ✓ Throwing items and improvising weapons
- ✓ Yelling
- ✓ Committing to your actions