

ANNEX – H: ACTIVE SHOOTER

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and CALL 911 as soon as possible.

If an active shooter is OUTSIDE OR INSIDE YOUR BUILDING, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Campus Safety will lock down those rooms and areas with electronic access.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person CALL 911 and provide:
 - Your name and location and state that “we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description and location of the person(s).
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, a Campus Safety officer, or a college official known to you, provides an “all clear.”
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer, a Campus Safety officer or a college official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.

If an active shooter ENTERS YOUR OFFICE OR CLASSROOM, you should:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escaping or hiding.
- Call 911, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.

If you ARE OUTSIDE AND ENCOUNTER AN ACTIVE SHOOTER, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students, and visitors to take immediate shelter.
- Call **911** and provide the information listed above.

Keeping Updated

If an active shooter situation develops, the College will implement its Crisis Management Plan and will combine efforts with law enforcement and other emergency responders to support them in their efforts to manage the event. The College will provide the most accurate and timely information available to students, faculty, staff, and the community through the WCC Alert system, emails, the campus-wide annunciator system, as well as the mass media.