**Active Violence Guidelines for Students, Faculty, and Staff**

**Run – Hide – Fight**

**Identify:**

- Unusual behavior, weapons, and suspicious items.
- The subject’s description, others who may be present, and direction of movement
- Number of potential victims and their location
- Possible safe locations for you to evacuate or barricade until help arrives

**Communicate:**

- Relay any information to the police as soon as safely possible
- If safe to do so, warn others in the area
- Resist the urge to yell or shout; speak in a clear, calm voice
- Be aware that a loud voice may alert the actor of your location

**Evacuate or Lockdown?**

Quickly determine the most reasonable way to protect your life. Remember that if you take action others are likely to follow your lead during an active violence situation. Assist others in your immediate area if you can do so safely.

**Evacuate**

If there is a safe accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind
2. Evacuate regardless of whether others agree to follow
3. Leave your belongings behind
4. Help others escape if possible
5. Attempt to prevent individuals from entering an area where the subject may be
6. Keep your hands visible
7. Follow the instructions of any police officers
8. Do not attempt to move wounded people
9. Avoid long hallways or other open areas
10. Move in a non-linear manner; most untrained shooters cannot effectively shoot at a moving target at distance
11. Stay low to the ground and use any concealment available
12. Notify police when safe to do so

Lockdown

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. If you are in a hallway, attempt to enter a room.

☐ This location should:

1. Be out of the subject’s view; stay out of areas visible through doors/windows (concealment)
2. Provide protection if shots are fired in your direction (cover)
3. Not trap you or restrict your options for movement
   (Lockdown does not mean hunker down to die)

☐ To prevent the subject from entering the area:

1. Lock the door
2. Barricade the entryway with any heavy objects (i.e. desks, chairs, other furniture)
3. Turn off the lights and any other devices that may make noise (i.e. phones, computers)
In some circumstances, neither evacuation nor barricading will be a reasonable option. If confronted, using swift, violence force against the subject may end the situation, if no other option exists. Improvise weapons with any available objects. Taking unarmed action against subjects has proven successful in previous active violence incidents.

How to respond when police arrive:

What you should know

- Police priorities during an active violence situation are unique; their foremost objective is to find the subject and neutralize the threat
- Initial police arriving on scene will not stop to aid injured persons; a supplemental rescue team comprised of additional officers will follow for this purpose

What you should do

- Remain calm and follow officers’ instructions
- Don’t assume that officers will know that you’re not a threat
- Put down any items in your hands
- Raise your hands, spread your fingers, and keep them visible at all times
- Avoid making quick movements towards officers such as grabbing them to hold on for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or directions when evacuating; just proceed in the direction the officers entered the premises
- Provide officers with any information once you are in a safe location
- Don’t leave the safe location until officers direct you to do so