Active Shooter Guidelines
For Faculty

I. PREPARATION:
   a. Each classroom has an emergency action plan for your classroom and building; review and test
      with your students at the start of the semester.
   b. Figure out the safe zones, how to lock doors, what can be used for a barricade and emergency
      evacuation routes based on the layout of the classroom.
   c. Enroll yourself and encourage your students to enroll in E2campus notification system.
   d. Consider how you would account for the students in your class; Photo Class List
   e. Understand you are a leader and your students will look to you during an emergency.

II. NOTIFICATION:
   a. Lockdown/Shelter-in-Place:
      1. Called when there is a threat or hazard on campus and it concerns the entire campus or a
         specific building(s).
      2. All directions and action steps will be sent via E2campus.
   b. Announcement to your students: “THIS IS A LOCKDOWN. LOCKS, LIGHTS, OUT OF
      SIGHT”

III. ACTION:
   a. Faculty:
      1. Lock classroom door & barricade if possible.
      2. Lights out.
      3. Close door and window blinds for better concealment if you can do so without making
         noise.
      4. Move out of sight from door windows or hall windows to your pre-determined location.
      5. Silence cell phones – MONITOR for announcements/instructions.
      6. Maintain complete SILENCE.
      7. Wait for First Responders – DO NOT LEAVE building until the “ALL CLEAR” signal is
         received from E2campus

   b. Students:
      1. Assist with barricading door. Do not make the barricade extremely visible or noticeable so
         as not to give your position away.
      2. Move out of sight from door windows or hall windows to your pre-determined location.
      4. Maintain complete SILENCE.

IV. CONSIDERATIONS:
a. If students run from your classroom – let them go. If possible explain to them that once the door is locked it WON’T be re-opened until the “ALL CLEAR” signal is received – NO EXCEPTIONS!
b. Rescuing people who are injured should only be attempted if it can be accomplished without further endangering yourself or someone else.
c. Unfamiliar voices may be the shooter or an accomplice attempting to lure you from safety. DO NOT RESPOND to anyone until you can verify the person is a police officer or university official. Monitor E2campus for the “ALL CLEAR”; if possible contact Public Safety for verification.
d. DO NOT evacuate for a fire alarm during a lockdown/shelter in place event. This could be the actions of the shooter attempting to get people to leave secure locations.
e. **IF** your classroom is on the first floor and **IF** you’re in the same building as the shooter, consideration can be given to exit through ground floor window if it can be done safely and quietly.

V. Interacting with first responders or Police Officers:
   a. Their objectives:
      1. Locate and neutralize the shooter and any accomplices.
      2. Identify any additional threats – bombs, IED’s.
      3. Locate and assist victims – prioritize medical assistance based on injuries.
      4. Assist with reuniting faculty/students with family members.
      5. Assist with interviewing witnesses and crime scene protocols.
   b. **Your Role:**
      1. Don’t yell, scream, call out or point to first responding officers.
      2. **IF** you saw the shooter, give police any information you have if asked.
      3. When evacuating the building after the “ALL CLEAR” is received, come out slowly with your hands in the air and visible.
      4. Listen and follow all orders given by police.