

Active Threat Event – Personal Safety Procedures

We can anticipate staff, students and visitors will take immediate protective actions until an organized evacuation can be implemented. Immediate life-safety response actions will include the following:

- Remain in the classroom or office and immediately lock all doors. If the door has no keyed lock or deadbolts then barricade the door.
- Remain Calm
- Call 911 and provide all details of the event, including an accurate description of the person(s), type of weapon and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible. Do not run down long continuous hallways.
- Keep classroom or office secure until the jurisdictional police or Safety and Security arrive and give directions. Follow the directions precisely as given.

Personal Safety Tips

In these situations, if you are caught in an open or exposed area and cannot get into a classroom or office then the following actions can be taken:

1. **Run-** If you think you can safely make it out of the area, and then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
2. **Hide** - look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
3. **Fight** - Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended, but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Persons near the threat may be endangered should be moved to secure locations if their movement can be accomplished without exposing them to additional risk.

For more detailed information, please review [Emergency Preparedness and Response Guides](#).

