In the event of an active shooter incident, please consider taking the following actions:

**Secure Immediate Area:**
- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Silence all cell phones.
- Place signs in exterior windows to identify the location of injured persons.

**Un-Securing an Area:**
- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he/she is engaged by an outside source.
- Attempts to rescue people should only be made if it can be accomplished without further endangering the people inside a secured area.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

**Contacting Authorities:**
- Use emergency 911
- 392-1111 UFPD

**What to Report:**
- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter’s identity if already known, separate explosions from gunfire, etc.

**Police Response:**
- Objective is to immediately isolate/engage assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interviews, counseling, etc.
- Investigation