**PURPOSE**

To facilitate staff’s responses to an active shooter/hostile intruder event.

**POLICY**

To address the reality of an active shooter/hostile intruder event and preserve life. It is very important to quickly assess how to maximize survivability and to assist others as appropriate.

**PROCEDURE**

When an active shooter/hostile intruder is identified, as soon as safely possible, notify law enforcement by calling 911 and make an overhead announcement, including the shooter’s location, if known.

The 911 call should be made from where the caller is safely concealed or upon exit from the building, and, if known, should include:

* Business name and address
* Location of the shooter(s)
* Number of shooters or types of shots heard
* Description of shooter(s), gender, clothing, among other points
* Direction of travel of shooter(s)
* Location and condition of any victims
* Your name

The Executive Director, Administrator or any staff member who is safely able to do so, will meet and guide law enforcement officers, if possible, and as appropriate.

***Responses***

The **Four Outs —** Get Out, Hide Out, Keep Out, Take Out

* **Get Out —** If there is an accessible escape path, attempt to evacuate the premises. Take as many mobile staff and guests or as possible, keeping in mind that you need to exit quickly.
	+ Have an escape route and plan in mind, and know the building exits.
	+ Get out regardless of whether others agree to follow.
	+ Leave your belongings behind.
	+ Help others escape, if possible.
	+ Prevent individuals from entering an area where the active shooter may be.
	+ Keep your hands visible with fingers spread when you exit the building.
	+ Follow the instructions of any police officers.
	+ Do not approach police officers.
	+ Do not attempt to move wounded people.
	+ Call 911 when you are safe if the police haven’t yet arrived.
* **Hide Out —** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
	+ Know in advance which rooms have locks.
	+ Direct staff and guests to a room with a lock on the door.
	+ Try to find a room that provides protection if shots are fired in your direction, such as a bathroom.
	+ Hide in a place that is out of the active shooter’s view.
	+ Avoid areas which do not provide barriers or restricts your options for movement.
	+ Close the door, lock it if possible, barricade the door with heave furniture if it cannot lock, turn off lights, stay as low to the floor as possible, and remain still and quiet.
	+ Silence your cell phone/pager/two-way radio and turn off the vibration mode.
	+ If the door doesn’t lock and cannot be blocked, try hiding behind a large object, such as a cabinet, desk or other large furniture.
* **Keep Out —** Prevent an active shooter from entering your hiding place.
	+ Move away from the door.
	+ Turn off any source of noise such as radios and televisions.
	+ Remain quiet, still and calm.
	+ Dial 911, if possible, to alert police to the active shooter’s location.
	+ Do not speak if you think you might be heard.
	+ If you cannot speak, leave the line open and allow the dispatcher to listen, but turn down the volume on the phone.
* **Take Out —** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
	+ Act as aggressively as possible.
	+ Throw items and improvised weapons such as staplers, laptops, lamps, fire extinguishers, etc.
	+ Yell.
	+ Commit to your actions full force.

An “all clear” is only determined by police/law enforcement. Wait until someone comes to find you before you come out of hiding.