

# ACTIVE SHOOTER

## Simple Steps to Follow

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### ALWAYS REMEMBER!

- Stay calm.  
Do not panic.
- Walk! Do not run.
- Use the stairs.  
Do not use an elevator.
- Use judgment to assess the safest course.

### PLAN NOW!

- Know several escape routes.
- Know location of alarms/extinguishers.
- Keep your emergency contact info current at StanfordYou.
- Know your Emergency Assembly Point (EAP).
- Know your Building Evacuation Response Team (BERT) member and Building Manager.

### 1. FLEE

**FLEE** the area by running/walking in a **ZIGZAG PATTERN** (not in a straight line); leave your valuables and belongings behind; **ENCOURAGE OTHERS TO FLEE** with you but flee even if others do not.

### 2. STOP OTHERS FROM ENTERING

Prevent individuals from entering the area where the active shooter is located.

### 3. HIDE

If you are not able to flee and if you are in an office, stay there and **SECURE/ LOCK** the door; **BARRICADE** yourself behind large items (desk); move away from the door; turn off lights; close blinds. If you are in a hallway, get into a room; secure the door; be out of the active shooter's view.

### 4. REMAIN SILENT BUT CALL 911

**SILENCE NOISES**; turn off cell phones, radios, etc.; if possible **DIAL 911** (mobile), 9(911) (campus phone), or 286 (SoM / Hospital phone); **LEAVE THE LINE OPEN** and allow the dispatcher to listen if you cannot speak and to alert police to the active shooter's location.

### 5. DO NOT APPROACH RESPONDER

To avoid confusion; do not approach emergency responder; **LET THEM COME TO YOU**; raise hands over your head when approached; **DO NOT MOVE OR LEAVE AREA** until instructed.

### 6. TAKE ACTION AGAINST ACTIVE SHOOTER

As a last resort and only when your life is in imminent danger, take action against the shooter; **ACT AGGRESSIVELY, THROW ITEMS, IMPROVISE WEAPONS, AND YELL LOUDLY.**

### 7. DO NOT ACTIVATE ALARM

**DO NOT** activate **ALARM**, as this signals the need for an evacuation; evacuating during an active shooter event could cause additional confusion and place people in harm's way.