

ACTIVE SHOOTER SITUATION

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter situation is defined as any incident in which a person or persons armed with a deadly weapon is *actively and presently* employing the weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Dial 9-1-1.

If you are in a building when someone begins to shoot at people in the area:

- If possible without compromising your safety, **EXIT immediately** and Dial 9-1-1.
- If leaving would jeopardize your safety, secure your immediate area by:
 - Locking and barricading doors
 - Turning off lights
 - Closing blinds and/or locking windows
 - Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
 - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets).
 - Do not stand by doors or windows
 - Do not huddle in masses.
 - A plan must be made with the occupants of a room if the suspect(s) should enter.

Contacting the Authorities:

- Call 9-1-1, The alternate RUPD phone numbers are:
New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1
- Program these numbers into your cell phone so you will have them in the event of an emergency

What to Report:

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location building name and office/room number.
- Number of people at your specific location.
- Injuries, number of persons injured and types of injuries.

Un-Securing an area:

- Remember, the shooter will not stop until they are stopped by an outside force.
- Consider the risks before un-securing(unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

If you are approached by police officers, keep your hands visible. Do not run up to them if you see them approaching. They are trained to handle active shooters in certain situations. An initial team of police officers will be trying to stop the shooter and will not be stopping to assist others at this time.