

Active Threat Response Guide

How to respond when someone starts shooting or an Active Threat code is announced?

- 1 Leave everything behind & if safe, evacuate to the nearest exit
- 2 Get as far away from the building & make sure you can't see it
- 3 If you can't evacuate, hide in a room, turn off lights, lock & block doors, silence everything & everyone
- 4 Notify 911 of the situation (and any information on the attacker)
- 5 If the fire alarm rings, ignore it unless there are real signs of fire (try to control the fire or safely relocate to another place)
- 6 Wait for the police and follow their instructions

What to do when the police arrives?

- 1 Stay hidden and/or on the ground
- 2 Identify yourself (where & who you are)
- 3 Move slowly (don't gesture abruptly)
- 4 Keep your hands visible & empty
- 5 Follow their instructions

Police: **911** | CIJA Hotline: **1 (844) 204-4343**