**Guidance for Active Shooter Incidents**

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous national shootings demonstrate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact the Office of Campus Safety at (509) 533-8624.

**Decide to Survive**

Awareness and Preparation are key to developing an individual survival plan: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan. Make a decision, trusting your instincts, to take the actions necessary to protect yourself and survive the situation.

You generally will have three options:
- Evacuate: Can you safely escape?
- Shelter in Place: Is there a good place to hide?
- Confront: Will you take action against the shooter?

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. Keep in mind that Active Shooter incidents are unpredictable. The below guidance is recommended based on past best practices:

**If the shooter is in the building and you can safely exit the building:**
- Exit the building immediately – leave your personal belongings behind, but take your cell phone if it is available.
- Notify anyone you may encounter to exit the building immediately.
- Get to a safe place that offers protective cover.
- Keep others away from the danger area.
- Call 911 first, and then contact the Office of Campus Safety, (509) 533-8624, as soon as practical, from any campus emergency phone (view map) or from your cell phone.

The following information should be provided both to the 911 dispatcher and Campus Safety:
- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known) Identification or description of shooter, types and number of weapons being used
- Number of persons who may be involved
- Number of injured/wounded persons
- Your current location

**If you are directly involved and exiting the building is not possible, the following actions are recommended:**
- Go to the nearest room or office
- Close and lock the door – barricade the door with heavy objects
- Cover all windows
- Turn off lights
- Seek protective cover
- Keep quiet and act as if no one is in the room
• DO NOT answer the door
• Notify 911 and Campus Safety as soon as practical
Give the 911 dispatcher and Campus Safety the following information:
• Your name
• Location of the incident (be as specific as possible)
• Number of shooters (if known) Identification or description of shooter, types and number of weapons being used
• Number of persons who may be involved
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Wait for local police or campus security to assist you out of the building.

If the suspect is in close proximity:
Generally, one can lie motionless and pretend to be unconscious or confront the individual. The decision to engage an active shooter is an individual determination. Make a plan as to how you will survive the situation. Make a total commitment to action and act as a team with others if possible. Do whatever is necessary to survive the situation.

Understanding Police Response
Police are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations.

Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building. Do not attempt to get involved after police arrive. Police will have no idea about your status as an innocent bystander or an active participant. Let them do their job.

What NOT to do:
• Do not scream, yell, point or wave your arms
• Do not hold anything in your hands that could be mistaken for a weapon – including your cell phone
• Do not run toward police or make any sudden movements