

A. Active Shooter

An Active Shooter Emergency involves one or more persons with a firearm engaged in a random or systematic shooting spree. Pre-planning for such an incident will be your best chance for surviving an Active Shooter incident. Know your escape routes, know how you will respond and be prepared to "*flip the switch*" from being the prey to becoming the predator.

The guidelines below are based on the best available information. Palm Beach State College strongly urges each of you to familiarize yourselves with each scenario and the options provided. Ask yourself: "What would I do...?"

When there is an Active Shooter incident...

...and you can evacuate the building:

- **TRUST YOUR INSTINCTS!**
- If you can evacuate, **DO IT!**
- Run away from the building as quickly as possible.
- Call 911 as soon as it is safe to do so.
- Gather at a safe location away from the building.

...and you are unable to evacuate the building AND your door opens to the inside of the room:

- **TRUST YOUR INSTINCTS!**
- Take shelter in the nearest office, room, or closet.
- Lock and barricade the door with anything you have available (desks, chairs, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Set your cell phone to vibrate or silent.
- Stay low to the ground and remain as quiet as possible.
- Breathe to manage your fear - focus your mind.
- DO NOT answer the door for anyone. The Palm Beach State College Security Department and Law Enforcement may enter the room after the incident is over.
- You may have to take the offensive if the shooter(s) enter your area. Gather weapons (pens, pencils, books, chairs, etc.) and mentally prepare your attack.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.

...and you are unable to evacuate the building AND the door opens to the hallway (outside the room):

- **TRUST YOUR INSTINCTS!**

- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.)
- Call 911.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear - focus your mind.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive -- Obtain weapons and attack as the suspect(s) enter your area

...and you must evacuate the area where a shooter(s) is active:

- **TRUST YOUR INSTINCTS!**
- Run Option:
 - Run.
 - Do not stop running until you are well clear of the building.
- Window Option:
 - Consider if a fall from the window will kill you.
 - Break the window, if necessary.
 - Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
 - Hang by your hands from the window ledge.
 - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury.
- If it is feasible, gather at the Safe Assembly Area designated on the Campuses or other safe area designated by Palm Beach State College Security Department and Law Enforcement.

... and you cannot escape, but a shooter(s) is in your room: :

- **TRUST YOUR INSTINCTS!**
- Options:
 - Run.
 - Fight
 - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
 - Attack in a group (swarm).
 - Use all available weapons to attack and secure the shooter(s) - anything can be a weapon.
 - Grab the shooter's extremities (arms, legs and head) and take him/her to the ground using body weight to secure him/her.
 - **"Fight dirty"** to survive - bite, kick, gouge eyes, etc.
 - Continue to fight until the shooter(s) is no longer a threat.

When there is an active shooter incident...

...and you have incapacitated the shooter(s):

- Call 911 and advise Law Enforcement that the shooter(s) is down.
- Provide your location and stay on the line, if possible.
- Secure the suspect (belts, body weight, etc.).
- Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON**.
- **DO NOT RUN** from the room. Help will be there very soon.
- **RAISE YOUR HANDS and DROP TO YOUR KNEES**. Do not appear threatening to responding Law Enforcement officers.
- Provide first aid to others in the room, as needed.

What to expect from responding Law Enforcement

The objectives of responding police officers are:

- Immediately engage or contain the Active Shooter(s) to stop life-threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation.

Police officers responding to an Active Shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in civilian clothing or normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Regardless of how the police appear or sound, do not be afraid of them.

- Do exactly as the officers instruct.
- Put down any bags or packages you may be carrying and keep your hands visible at all times.
- If instructed to lie down, do so.
- If you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the Active Shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene.

Keeping Updated

If an Active Shooter situation develops, the College will implement its Emergency Operations Plan and will work with Law Enforcement to support their efforts to manage the incident.

Updates on the situation may be obtained through:

- Text Alerts through E2 Campus Alert
- Updates on Palm Beach State College web page
- Your supervisor, department/College administrator or Building Coordinator
- Campus URL's
- Emergency Hotline
- Other means of notification available