



ACTIVE SHOOTER INCIDENTS

The following guidelines are emergency actions that can be taken in the event an armed individual enters the area and starts shooting.

IF POSSIBLE:

EXIT the building or area immediately.
NOTIFY others you may encounter of the danger.

CALL for help: **911** from any **College phone** or **972-860-4290** by **cell phone**.

INFORM the dispatcher of the following:

- ☛ Tell them there is an **EMERGENCY**
- ☛ The **LOCATION** of the incident
- ☛ **WHAT** is happening
- ☛ **HOW MANY** people are involved - (Victims & Shooters)
- ☛ **YOUR NAME, LOCATION & PHONE #**

The dispatcher may ask you to remain on the line until officers arrive on the scene.

EVACUATE

[Leave the Building]



ACTIVE SHOOTER INCIDENTS - cont'd

**IF YOU CANNOT SAFELY EXIT THE BUILDING,
THE FOLLOWING IS RECOMMENDED.**

EXIT the building or area immediately.
NOTIFY others you may encounter of the danger.

KEEP QUIET and **DO NOT** answer the door,
CALL 911 from any **College phone**, or
972-860-4290 by **Cell phone**,

INFORM the dispatcher of the following:

- ☛ **Tell them there is an EMERGENCY**
- ☛ **The LOCATION** of the incident
- ☛ **WHAT** is happening
- ☛ **HOW MANY** people are involved -
(Victims & Shooters)
- ☛ **YOUR NAME, LOCATION & PHONE #**
- ☛ **STAY PUT** until the police can get to you,
unless the level of danger is increasing
- ☛ **STAY OFF THE PHONE** so that the
dispatcher can contact you with information.



SHELTER-IN-PLACE
[Remain in the Building]



ACTIVE SHOOTER INCIDENTS - cont'd

**IF YOU CANNOT SAFELY EXIT THE
BUILDING, THE FOLLOWING IS
RECOMMENDED.**



SHELTER-IN-PLACE
[Remain in the Building]

Please be aware that if you are safely locked in an office or classroom, police officers may take some time to get to you. This is because the officers will be actively deployed to stop the threat. The fact you may not hear or see officers right away may mean you are away from the immediate danger.

Once rescued, follow the instructions of the police as they guide you to safety.

**NOTIFY THE COLLEGE POLICE AT:
911 FROM ANY COLLEGE PHONE, OR
972-860-4290 FROM A CELL PHONE.**