

# ACTIVE SHOOTER RESPONSE & Guidelines for Campus Safety



## IN THE CLASSROOM OR OFFICE

- If you are in a classroom or office, **STAY THERE!** Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge can be kept on hand and driven in as hard as you can; otherwise look for heavy furniture to barricade the door.
- If the door has a window, cover it if you can.
- Depending on the shooter's location, consideration may also be made to exit through a window.
- If no police units are yet on scene, move well away from the incident and find a safe cover position (not the parking lots) and wait for the police to arrive.

## IN HALLWAYS OR CORRIDORS

- If in the hallways, get in a room that is not already secured and secure it. Don't hide in restrooms!
- Unless you are very close to an exit, don't run through a long hall to get to one; you may encounter the shooter or hostage taker.

## IN LARGE ROOMS OR AUDITORIUMS

- If in a gym or theater area and the shooter or hostage taker(s) is not present, exit as soon as possible and move toward any police unit.

## TRAPPED WITH THE SHOOTER

- If you are trapped with the shooter, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life and/or the lives of others.
- If shooting begins, it is your choice: stay still, run for an exit while zigzagging, or attack the shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling and committing to your actions.
- Any option chosen may still result in a negative consequence. This is not a recommendation to attack the shooter but rather a choice to fight when there is no other option.

## OPEN SPACES

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and other objects that may stop firearm ammunition penetration may be utilized as cover.

Add El Camino College Police Department's 24-hour number  
**310-660-3100** into your cell phone contact list.

For more information, please visit:

[www.elcamino.edu/about/depts/police/cleryact/ActiveShooter.aspx](http://www.elcamino.edu/about/depts/police/cleryact/ActiveShooter.aspx)