Messiah University - Active Shooter Preparedness – Planning Template

The purpose of this document is to assist employees and students in Departments, Residences, Classrooms, Offices and other locations (Units) in establishing an 'area-specific' action plan in response to an Active Shooter(s) emergency. It is highly recommended that every member of your 'unit' help establish and/or review this plan. Establishing a plan will help to reduce confusion and panic should an actual shooting event occur.

As a reminder, when an active shooter(s) is in your area, your first move is to **RUN**. If that option is not available, you are to **HIDE**. If shooter has found you, last resort is to **FIGHT**

Establishing Your Plan: Questions to Answer

RUN	HIDE	FIGHT
Identify/list all **exits** in your location: --- --- --- --- Where would you go after exiting? --- --- --- --- Remember: • Leave your belongings behind. • Run in a zig-zag pattern away from direction of shooter • Keep your hands up/ visible • Run to safety (behind structures that repel bullets, out of sight, far from shooting) • Do not return for any reason	Identify doors to lock/barricade, and HOW they lock/can be secured: -- -- -- -- -- Identify and list all the areas in your location that would **conceal you** from shooter's view – prime hiding locations. (Remember if you can see the shooter, they can probably see you): -- -- -- -- Identify heavy furniture / items to use for **barricading:** -- -- -- --	As a last resort and only when lives are in imminent danger. Utilize whatever improvised tools you can find: Work together to incapacitate shooter(s). Identify items in your location that could be used to incapacitate shooter(s) and HOW you might use them: -- -- -- -- -- -- -- -- Identify concerns among your group related to FIGHTING.

RUN column bottom box:

CALL or TEXT 911
* ONLY IF SAFE TO DO SO *

*Provide police with **location** of shooter, **number** of shooters, **physical description** of shooters, number and type of **weapons** held by shooters, number of potential **victims** at location*

HIDE column bottom:

Remember:
• Silence your cell phone
• Close blinds/turn off lights
• Move away from glass doors/windows
• Don't huddle together

Stay hidden until police arrive or you get a text stating shooter is in custody

FIGHT column bottom box:

AS YOU PLAN
It is important to talk through this plan with each member of your group. In addition to answering the questions asked in this template, also discuss whether or not individuals are able/willing to FIGHT as a last resort. Respect differing opinions and values regarding fighting.