



# Active-Shooter Preparedness Checklist

## — College Campus

### ● Before an incident — Prepare

- ✓ **Know your campus alert systems** (text, email, sirens) and opt in to all of them.
- ✓ **Learn primary and secondary evacuation routes** for buildings you frequent.
- ✓ **Identify safe rooms, lockable classrooms/offices, and nearby exits** wherever you spend time.
- ✓ **Keep a small emergency kit** (phone charger/ power bank, ID, small flashlight, whistle, basic first-aid supplies).
- ✓ **Memorize emergency phone numbers** (9-1-1, campus police) and your building's emergency contact.
- ✓ **Attend campus active-shooter and lockdown drills regularly.**
- ✓ If you teach or supervise, **have an emergency plan posted and run tabletop drills** with your class/team.
- ✓ **Know the locations of AEDs, trauma kits, and** where bleeding-control supplies are kept.
- ✓ **Keep your phone on you and charged** (but silenced in classes).
- ✓ **Designate a reunification meeting place** with friends/family and share it.
- ✓ **Learn basic bleeding control** (direct pressure) **and CPR basics** — take a Hands-Only CPR or Stop the Bleed course.
- ✓ **Be aware of your surroundings**, note exits, crowd flow, suspicious behavior. **Trust your instincts.**

### ● Immediate response — When an Alert Hits

Quick mantra:

**Run** → **Hide** → **Fight**

*in that order, using  
best option available*



If you can  
safely escape



## **Run**

Leave belongings behind —  
move fast and get far away.

Warn others as you go,  
but don't wait for them.

Keep hands visible and follow  
law enforcement instructions  
when they arrive.

Call 9-1-1 when safe,  
give location, description of  
shooter, number of shooters  
if known, and injuries.

If you cannot  
escape



## **Hide**

Lock and barricade doors; turn  
off lights and silence phones.

Hide out of the shooter's  
view and stay quiet.

Block the door with heavy  
furniture; use belts, cords,  
or straps to secure if time.

Spread out if multiple people  
in a room (avoid clustering  
in one spot).

If possible, place something  
between you and the shooter  
(wall, heavy furniture).

Do NOT open the door for anyone  
until authorities confirm it's safe.

If confronted and  
no other option



## **Fight**

Commit to aggressive action  
to incapacitate the shooter —  
improvise weapons (chairs, fire  
extinguishers).

Work with others if possible —  
distract, disarm, or overpower.

This is a last resort  
when lives are imminently  
threatened.



## Interacting with responding officers

Keep hands visible (palm up), empty,  
and follow commands.

Do not make sudden movements;  
ask and comply.

Provide clear, concise information when asked  
(locations, number of shooters, injured people).



## Immediate first aid after threat reduced

Call for medical help or direct responders to injured.

Control severe bleeding with direct pressure — use  
dressings or a tourniquet only if trained and necessary.

Help keep victims still and calm until medics arrive.

Don't move seriously injured people unless they are  
in immediate danger.

## ● After the incident — **Recover & Report**

- ✓ Follow official instructions for reunification, media, and campus communications.
- ✓ Account for everyone in your group and report missing persons to authorities.
- ✓ Preserve evidence — don't touch the scene, weapons, or items that might be evidence.
- ✓ Use campus counseling and mental-health resources; traumatic stress is normal.
- ✓ Participate in debriefs and after-action reviews if asked by campus safety.
- ✓ Review what worked and update your personal and departmental plans.

## ✱ For faculty, staff, and campus leaders (extra)

- ✓ Post emergency instructions and run regular drills.
- ✓ Ensure classroom doors can be secured quickly; remove door wedges that prevent locking.
- ✓ Train staff in building lockdown, triage basics, and how to communicate during an incident.
- ✓ Coordinate with campus police on evacuation/reunification sites and mass-notification testing.



To learn more, scan the QR code or visit:  
[soundthinking.com/security/campus-safety-shotspotter](https://soundthinking.com/security/campus-safety-shotspotter)

