



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)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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.

