

## Community Response Guidelines -Active Shooter Incident-

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting:

**If you are inside a building where an event occurs, you should EVACUATE the building immediately if possible. If unable to do so:**

### Secure immediate area:

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets - cover may protect you from bullets)
- Silence cell phones

### Un-Securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses-vs-the safety of a few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- Know all alternate exits in your building

### Contacting Authorities:

- Dial 4-5555 from any Morningside phone
- Dial 5-7979 from any C.U.M.C. phone
- Use Emergency 911
- publicsafety@columbia.edu

Be aware that the Public Safety numbers will likely be overwhelmed. Program the alternate Public Safety numbers (854-2797, 305-8100) into your cell phone for backup or consider 911 or e-mail. Remember, most cell phones provide the ability to make an emergency call, even if they have a lockout feature. E-mail may also be an option if, under the circumstances, you are unable to speak. E-mail is monitored by Public Safety personnel.

### What to Report:

- Your specific location-building name and office/room number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s)-location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc

### Police Response:

- Objective is to engage assailant(s) immediately
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation