ACTIVE SHOOTER

Please see the below emergency procedures to be followed in the event of active shooter on campus or at a CCBC extension center. Remember "What to do in an Emergency" fliers and evacuation routes are posted in classrooms for handy reference.

1. Run from the sound of gunfire without delay
    a. Evacuate the area and the building if there is an accessible escape path.
    b. Call 911 when you are safe. Notify authorities if anyone from your class or office area is missing.
    c. If possible, carry your cellphone and class roster with you.

2. Hide from the shooter if evacuation is not possible
    a. Find a place to hide where the active shooter is less likely to find you.
    b. Be out of the active shooter's view. Hide behind large items like cabinets or desks.
    c. Lock the door. Faculty are reminded that classrooms without self-locking doors have been provided with a "Nightlock" by the Instructor's station.
    d. Silence your cell phone. Turn off any source of noise like radios or televisions.
    e. Turn off the lights.
    f. Remain quiet.

3. Fight the shooter if you must as a last resort
    a. Yell and throw items and at shooter
    b. Improvise weapons using fire extinguishers, chairs or any other nearby objects
    c. Do what you must to protect yourself, and get away from the danger immediately

When encountering responding officers:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands like bags or jackets
- Immediately raise your hands and spread your fingers
- Keep your hands visible at all times
- Avoid making quick movements toward officers. Do not attempt to hold onto them for safety.
- Avoid pointing, screaming and yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Go to a safe location in another building or where directed by responding officers.
- Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.