

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.