### **Active Shooter Preparation Checklist**

Use this checklist to assess your preparedness to respond to an active threat in your office, classroom, and other spaces you frequent on campus.

## Prepare for an active shooter incident

- Register your cell phone and email address on the <u>RAVE Alert Emergency Notification</u> <u>System.</u>
- Program South Texas College Police Dispatch number in your cell phone, 956-872-4444.
- Check that your office, classroom, or workspace doors lock from the inside.
- Familiarize yourself with room evacuation maps. Know where exits lead, and how to get out
  of the building.
- Know where the light switches are located to turn off lights without any delay.
- Identify equipment and furniture that can be used to barricade your office, classroom, or workspace door.
- Identify items in your office, classroom, or workspace to use as a defense weapon.
- Reference the College's <u>All Hazards Emergency Plan</u> for the response protocol Avoid, Deny, Defend.

# Response during an active shooter incident:

### AVOID: Evacuate if possible

- o If safe to do so, run out of building until you reach a secure place to hide.
- Leave your personal items behind and seek safety.
- o Call 911 when it is safe to do so.
- Keep your hands visible to law enforcement.
- o Take others with you, but do not stay behind if others will not go.

#### DENY: Hide silently in a safe place.

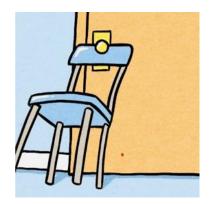
- Hide in safe location.
- Lock the door.
- Turn off the lights.
- o Close and cover the door window or blinds.
- Keep guiet and silence your phones.
- o If possible, tie something around the door arm. (e.g. use a tie, belt, scarf, sweater, computer cords, or block the door/entrance with furniture).
- Remain hiding in a safe location until an "All Clear" alert issued from RAVE.

#### DEFEND: Disrupt or incapacitate the shooter.

- Protect your life! When you are not able to seek safety or run away, do your best to disrupt the attacker.
- Attempt to incapacitate or disrupt the actions of the shooter with improvised weapons (e.g. scissors, fire extinguishers, chairs, furniture, throw items at the shooter, etc.).
- Act with physical aggression toward the shooter.
- Call 911 when it is safe to do so.

# Barricading a door

# **Inward Opening Doors**

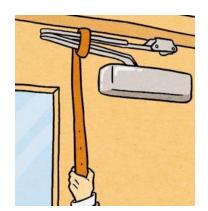


Position a chair under the doorknob.



Pile heavy furniture/equipment in the doorway to create obstacles.

# **Outward Opening Doors**



Secure a belt, rope, or cable around the top of the door hinge.



Wedges the back leg into the door handle, and twists the chair.