

## 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 [RAVE Alert Emergency Notification System](#).
- 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 [All Hazards Emergency Plan](#) for the response protocol – Avoid, Deny, Defend.

### Response during an active shooter incident:

**AVOID:** Evacuate if possible

- 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.
- Call 911 when it is safe to do so.
- Keep your hands visible to law enforcement.
- 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.
- Close and cover the door window or blinds.
- Keep quiet and silence your phones.
- 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.