

Florida A&M University
Department of Campus Safety and Security

Community Response Checklist
Active Shooter Incidents

Secure immediate area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection behind concrete walls, thick desks, filing cabinets, etc. (cover may protect you from bullets).
- Silence cell phones, and turn off their exterior lights.
- Place signs in exterior windows to identify the location of injured persons.

Un-Securing an area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until an outside force engages them.
- Attempts to rescue people only 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.

Contacting Authorities:

- Use **Emergency** 911
- (850) 599-3256 FAMU Campus Police (non-emergency line)

Be aware that the 911 system will likely be overwhelmed. Program the FAMU Police administrative line (850-599-3256) into cell phone for emergency.

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