

# How to respond when an active shooter is in your vicinity

Source: US Department of Homeland Security

- 1) **Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**
  - a. Have an escape route and plan in mind
  - b. Evacuate regardless of whether others agree to follow
  - c. Leave your belongings behind
  - d. Help others escape, if possible
  - e. Prevent individuals from entering an area where the active shooter may be
  - f. Keep your hands visible
  - g. Follow the instructions of any police officers
  - h. Not attempt to move wounded people
  - i. Call 911 when you are safe
  
- 2) **Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**
  - a. Your hiding place should:
    - i. Be out of the active shooter's view
    - ii. Provide protection if shots are fired in your direction (e.g. a classroom or office with a closed or locked door)
    - iii. Not trap you or restrict your options for movement
  
  - b. To prevent an active shooter from entering your hiding place:
    - i. Lock the door
    - ii. Blockade the door with heavy furniture
  
  - c. If the active shooter is nearby:
    - i. Lock the door
    - ii. Silence your cell phone and / or pager
    - iii. Turn off any source of noise (i.e. radios, televisions)
    - iv. Hide behind large items (i.e., cabinets, desks)
    - v. Remain quiet
  
  - d. If evacuation and hiding out are not possible:
    - i. Remain calm
    - ii. Dial 911, if possible, to alert police to the active shooter's location
    - iii. If you cannot speak, leave the line open and allow the dispatcher to listen
  
- 3) **Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**
  - a. Acting as aggressively as possible against him / her
  - b. Throwing items and improvising weapons
  - c. Yelling
  - d. Committing to your actions
  - e. San Francisco Police will attempt to stop threat first
  - f. San Francisco Police will move toward threat and will not render aid as long as there is a threat
  
- 4) **When interacting with Police**
  - a. Be calm
  - b. Show your hands
  - c. Drop any and all objects in your hands

- d. Avoid quick or sudden movements
- e. Don't point, scream or yell
- f. Don't ask questions
- g. Don't hold onto or grab police officers

**5) Please note that our CCSF officers are not equipped take lethal action against assailants.**