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 to take lethal action against assailants.