



## ACTIVE SHOOTER/HOSTILE INTRUDER

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind that there could be more than one shooter in the same situation.

### WHAT YOU SHOULD DO

1. If an active shooter is outside your building:

- a) Go to a room that can be locked, if one cannot be found readily, try to determine if there is a nearby room that can be locked which you can reach safely.
- b) Once you are in a secure room, close and lock all the doors and windows.
- c) Turn off lights and get everyone down on the floor so nobody is visible from outside.  
**\*DO NOT OPEN THE DOOR FOR ANYONE EXCEPT A UNIFORMED POLICE OFFICER\***
- d) Have someone in the room call NDC Police/Security at 373-5288/5212 and tell the officer quietly what you know, where you are, how many people are with you, what you are wearing, if there are any injuries, how many suspects there are, what the suspect(s) is (are) wearing, if he/she/they is/are armed, last known location, last known direction of travel, and any other information the officer requests.
- e) When you are finished talking to the officer, put the phone on silent/vibrate so the officer can call you back, answer only if you are sure it is safe to do so.
- f) Remain in place until officers give you instruction.
- g) An unknown voice may be the shooter trying to lure you from safety, so do not respond to any voice commands unless you can verify it is a police or security officer.

2. If an active shooter is in the same building:

- a) Remain calm, and follow steps above.
- b) Additionally, if you cannot find a secure room, you may look for an exit you can reach safely, moving away from the shooter (s), following safe movement instructions below.
- d) If you see police or security officers, wait for them to interact with you. If they do not see you, stay put, identify yourself calmly, and wait for their instructions. **Do exactly what they instruct you to do.**

3. If an active shooter enters your office/classroom space:

- a) If possible, call NDC Police/Security at 373-5288/5212, or 911.
- b) If you cannot speak, leave the line open so the officer can hear what is going on.
- c) If there is no opportunity for escape or concealment, a possibility to negotiate may exist
- d) An attempt to overpower the shooter may also exist.

\* Attempts to negotiate or overpower the shooter may risk the lives of participants or others nearby. This decision will be made quickly based on what gives you the best chance at survival.

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Campus Police x5288 or x5212 (216-373-5288 or 216-373-5212)  
**EMERGENCY DIAL x5212 (216-373-5212)**

- f) If you decide to flee, make sure you have an escape route and plan in mind.
- g) Do not carry anything so you can move quickly and not be mistaken for the shooter.
- h) **Keep your hands visible for police and follow their instructions exactly.**
- i) Do not stop to help any injured victims or try to remove them, leave them where they are and notify authorities of their location.
- j) Do not leave until you have been cleared to do so by police.

## **WHAT WILL HAPPEN**

1. The officer will notify the South Euclid Police and EMS.
2. The first responding officers will enter the building to locate the suspect.  
*Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.*
3. Police officers may be dressed in regular patrol uniforms, or may be wearing tactical uniforms consisting of external bulletproof vests, helmets, boots and dark clothing.
4. Police officers may be carrying a shield and be armed with rifles, shotguns and/or handguns. They may also use teargas or pepper spray.
5. Regardless of how they appear, remain calm, do not be afraid of them and **follow their instructions exactly and carefully.**
6. Put down anything you are carrying and **keep your hands visible to the police at all times.**
7. The first officers to arrive will not stop to aid injured persons. Rescue teams of other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
8. **Continue to follow instructions of police and college officials exactly until you are released.**