



# ACTIVE SHOOTER HOW TO RESPOND

By providing the following suggested procedures, St. Mary's High School does not explicitly or implicitly guarantee, warrant, represent or affirm that the procedures set forth will assure the safety of students, faculty and staff and keep individuals safe from any possibility of injury or death, nor does St. Mary's High School accept or agree to any liability for any injury or death arising out of an active shooter incident.

The information is provided based upon the best practices suggested by law enforcement, federal and state authorities and is offered to assist in preparing students, faculty and staff for such a potential incident.

Although unlikely, a shooting can happen at any school. The following procedures will help to create the best chance for survival.

Running should always be your first priority, but be ready to hide or fight for your life if there is no safe escape route.



## Escaping Safely

1. **Run away whenever possible.** Your best chance to survive the shooting is to get out of the area as fast as possible. Only rule this out if the only escape routes would put you in sight of the shooter.
2. **Know the escape routes.** Prepare in advance by identifying all exits from the room you are in. 98% of shooters act alone. If you can avoid the area where you hear gunfire, you are usually safe.
3. **React immediately.** Don't freeze up or waste time debating your options. Forget your belongings.
4. **Run directly to the exit.**
5. **Bring people with you.** If someone looks disoriented or too scared to move, grab that person and bring them with you.
6. **Grab a weapon only if convenient.** If you happen to see a sharp object or blunt object you can carry while running, grab it.



## Hiding and Barricading Yourself

1. **Choose this course of action if running is impossible.** Start barricading yourself in immediately.
2. **Split tasks with other people in the room.** Teachers, assign one person to call 9-1-1 if you have not yet heard over the PA the words, “this is a security alert.” If we have announced a security alert it means the administration is aware of an active shooter on campus and 9-1-1 will have already been called. If this is the case you should immediately respond with these procedures.
3. **Teachers should lock their doors and one group should be assigned to barricade the door.**
4. **One group should grab anything that could be used as a weapon.**
5. **Turn off the lights.**
6. **Find cover.** If you are outside, find a barrier that will stop a bullet. If you are inside a classroom, your best option is to be out of the shooter’s line of sight.
7. **Turn anything off that makes noise.**
8. **Try to stay calm.** It is crucial that you remain absolutely silent.
9. **Play dead as a last resort.** The only time you should try this is when both running and hiding are impossible.



## Engaging the Shooter

1. **Remember that attacking the shooter is your final option.**
2. **Do not try to reason with the shooter or plead for your life.** This has not been proven effective in dealing with shooters.
3. **Work with others to create confusion.** Your best chance is to create as much noise and movement as possible. Shouting, throwing objects will

buy you a few extra seconds to leave the room, or to attack the shooter if there is no escape route.

4. **Attack the shooter with any weapon you can.** Aim high. Try to hurt the shooter in the face, eyes, shoulders, neck or arms. Once again, this is an absolute last resort. Use scissors, glass, or any other sharp or heavy object to attack the shooter as soon as you are in close proximity. Even a sharp ballpoint pen is better than nothing.
5. **Commit to the attack.** Once you are in this situation, hesitation or panic can be fatal. Be as aggressive as possible, attacking with anything you can.

## When emergency services arrive



**AFTER**  
BE SAFE

1. **Do not run to law enforcement.** The first people to arrive are there to locate and deal with the shooter, not to rescue people.
2. **Keep your hands up.** Raise your hands to show you are not a threat. Keep your hands visible at all times.
3. **Tell the police what you know.**
4. **Obey police instructions immediately.**

**Remember, when an active shooter is in your vicinity you must listen to the directions given to you by your teacher so as to quickly determine the most reasonable way to protect your own life.**