TACOMA PUBLIC SCHOOLS
RESPONDING TO AN ACTIVE SHOOTER SITUATION

DEVELOP A SURVIVAL MINDSET

Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan. Have an age-appropriate conversation with your students about what would happen in an active shooter situation as part of your first lock-down drill of the school year, and revisit that conversation during each of the at least 3 lock down drills you will do for the 2014-2015 school year.

IN AN ACTIVE SHOOTER EMERGENCY

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **Run:** Can you and your students safely escape?
- **Hide:** Is there a good place for you and your students to hide if you can’t escape?
- **Fight:** As a last resort, if your life and the lives of your students are at risk, how will you confront the shooter to take him down?

RUN

If you can and you deem it safe, get yourself and your students out and to a safe place. You will have to rely partially on instinct.

Leave belongings behind, but take your cell phone if you can easily grab it.

HIDE

*IF INSIDE WHEN A SHOOTING OCCURS*

If possible, close and lock the outside door to the room.
Blockade the door with furniture or other heavy objects.
Close the blinds, turn off the lights, remain quiet, silence cell phones
Find protection for yourself and your students if possible (closets, back rooms, behind furniture)
Stay on the floor, away from doors or windows, and do not peek.
Wait and listen for directions from first responders.

*IF OUTSIDE WHEN A SHOOTING OCCURS*

Drop to the ground immediately, face down as flat as possible.
If within 15-20 feet of a safe place or cover, duck and run to it taking your students with you.
You and your students should move or crawl away from gunfire, try to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not stop bullets
When you reach a place of relative safety, stay down and do not move. Direct students to do the same and to not peek or raise heads in an effort to see what may be happening.
Wait and listen for directions from first responders.
TACOMA PUBLIC SCHOOLS
RESPONDING TO AN ACTIVE SHOOTER SITUATION

FIGHT

Make a plan with others in the room about what you will do if the shooter enters.
Make a total commitment to action and act as a team with others.
Use your own discretion about when you and your students must engage a shooter for survival.
Do whatever is necessary to survive the situation.

WHEN YOU ARE SAFE

If safe to do so, call 911. Do not assume that someone else has reported the incident.
Be persistent; phones may be jammed.
Calmly identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
Keep others away from the danger area.
Help the injured.
Help others stay calm.

WHEN LAW ENFORCEMENT ARRIVES

Show the officers your empty hands, follow their instructions and tell your students to do the same.
Be quiet and compliant and tell your students to do the same.
The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
When law enforcement reaches you, do not run at them or make sudden movements.
Do not scream, yell, point, or wave your arms and tell your students to not scream, yell, point, or wave your arms.
Do not hold anything in your hands that could be mistaken for a weapon (including cell phones) and tell your students to do the same.
When it is safe to do so, you will be given instructions as to how to safely exit your location.

WHAT CAN I DO NOW

School staff should collectively watch this video on Run, Hide, Fight done by the City of Houston/Department of Homeland Security at a staff meeting at the start of the year: http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video. It is a six minute video that provides information on Run, Hide, Fight in the context of an office building, but it is equally applicable in any public setting except school staff must think about getting both themselves and their students out of harm’s way.

More information on the Tacoma School District’s Strategic Goal of Safety - All schools will create and maintain safe learning environments that promote excellent academic achievement - can be found online at: http://www.tacoma.k12.wa.us/information/departments/safety-security/Pages/default.aspx.