



Florida Polytechnic Public Safety and Police Department

Community Response Checklist - Active Shooter Incident -

In the event of an active shooter incident, please consider taking the following actions:

Secure Immediate Area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Silence all cell phones.
- Place signs in exterior windows to identify the location of injured persons.

Un-Securing an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he/she is engaged by an outside source.
- Attempts to rescue people should only be made if it can be accomplished without further endangering the people inside a secured area.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

- Use emergency 911
- (863) 874-8472

What to Report:

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately isolate/engage assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interviews, counseling, etc.
- Investigation