Active Shooter

EMERGENCY RESPONSE GUIDE

If you find yourself involved in an **active shooter situation**, or a situation that has the potential for **extreme violence**, listen to Public Address announcements, try to remain calm and follow these procedures:

1. **Report**
   - **CALL 911**
     - When safe to do so, also call Security at 212-746-0911 (on campus) or the Building Front Desk (off campus)
   - **CALL AND REPORT:**
     - “I'm calling from Weill Cornell Medicine. We have an active shooter on campus, gunshots fired.”

   **PROVIDE INFORMATION:**
   - Your exact location
   - **Description of the offender(s)**
     - Details including sex, race, clothing, type of weapon(s), location last seen, direction of travel and identify if known
   - **Description and location of any victims**
   - **Details of the situation**
     - If you observed any suspicious devices (improvised explosive devices) or heard explosions, provide the location seen and a description
   - **NOTE:**
     - If you have a panic button, use it

2. **Avoid / Barricade / Confront**
   - **Avoid (Run)**
     - Warn other students, faculty, staff, patients and visitors to take immediate action
     - If there is an escape path, evacuate the building immediately but do not leave patients unable to escape
     - When outside the building, move away from the entrance to a more secure location; avoid elevators if possible
     - Do not carry any personal belongings with you
   - **Barricade (Hide)**
     - Go to a room that can be locked or barricaded, close and lock doors and windows
     - Take adequate cover/protection (*i.e.* concrete walls, thick desks, filing cabinets)
     - Turn off lights, close window blinds, and block windows
     - Turn off any devices that emit sound (*i.e.*, cell phones, radios)
   - **Confront (Fight)**
     - As a last resort when your life is in imminent danger, attempt to overpower the individual with force
     - Find an object to use as a weapon, such as a fire extinguisher or chair
     - Work as a group with others to overcome the shooter

3. **Law Enforcement Arrives**
   - Listen for updated announcements and law enforcement arrival
   - Do exactly as the team of officers instructs
   - Do not approach the officers
   - Keep your hands visible, fingers spread and empty
   - Do not respond to voice commands until you can verify with certainty that they are being issued by a law enforcement officer or university official; unfamiliar voices may be an active shooter trying to lure you from safety