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 AND REPORT:
“\[Your exact location\] 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

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