

# Emergency Action Plan: Active Shooter

How to prepare to keep you and your coworkers safe

# Why are we training for Active Shooter scenarios?

- At CTS we want to be an open, welcoming environment for all
- We frequently have guests in our building
- Active Shooter scenarios are unpredictable and we want to make sure we know what to do



Three ways to protect yourself in  
an Active Shooter scenario:

RUN

HIDE

FIGHT

# RUN!



- Leave your belongings behind!
- If there is an accessible path, attempt to evacuate. Use any available exits and go to the Press Building next door
- Help others escape if possible
- When exiting keep hands visible and follow instructions of any police officers
- Warn others from entering the building



# HIDE!



- Find a hiding spot where you cannot be seen.
- If possible, turn off the lights and lock the door. Blockade the door with a heavy object
- Silence your cell phones completely and remain quiet

# Fight (only as a last resort)



- Use this as a last resort option
- Throw items or use improvised weapons
- Work together to incapacitate the shooter
- Commit to your actions



If/when you call 911 - give the following info:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

# When law enforcement arrives:

- Remain calm and follow instructions. Avoid pointing, screaming, or yelling
- Slowly put down any items in your hands (e.g., bags, jackets).
- Keep hands visible at all times. Raise hands and spread fingers.
- Do not stop to ask officers for help or direction when evacuating. Not adhering to officers' instructions puts everyone in danger.



## Other notes

- Help other coworkers exit if possible but take care of yourself
- Do not be a martyr. You matter!
- As with other emergency situations, do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so

THE END!