

# ■ Active Shooter

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Department of Transportation

## Active Shooter Guidelines

**Quickly determine the most reasonable way to protect your own life. Remember that individuals are likely to follow the lead of supervisors and managers during an active shooter situation.**

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## **Emergency Action Plans – Active Shooter**

**Always avoid potentially dangerous or violent situations, if possible.  
Your only goal is to survive and help friends or family survive, too.  
It is not your responsibility to “fix this”. Let the professionals handle it.**



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## 1. Evacuate

**If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**

**Have an escape route in mind.**

**Leave your belongings.**

**Call 911 when you are safe.**

**Follow police instructions and keep hands visible.**

**Don't attempt to move the injured.**

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## 2. Shelter-in-Place

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

**Get out of the shooter's line of sight.  
Blockade the entrance.  
Find a hiding spot.  
Remain silent.**

**Note: Most active shooter situations happen quickly and without warning. Practicing safety strategies and reviewing evacuation and shelter-in-place protocols can help you take quick, decisive action that may save your life and the lives of others.**

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### **3. Protect Yourself**

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

**Act aggressively, if confronted.  
Improvise weapons.  
Yell and scream.  
Don't hesitate.**

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**Fires are one of the most common emergencies that can occur in an office setting, and knowing how to respond quickly and effectively is a crucial. In this session, we'll cover the basics of fire prevention how to safety evacuate the building, and what to do if a fire breaks out. Our goal is to ensure that you're prepared to protect yourself, your coworkers, and the workplace in the event of a fire.**

**Raise the alarm.** If you spot a fire at work, yell, “Fire!” loudly and clearly, pull the nearest fire alarm, and call for help.

**Evacuate.** Head to the nearest exit—leaving behind personal belongings. Always take the stairs when there is a fire. As you proceed to the exit check door handles for heat, close doors behind you to contain the fire, and stay low if smoke is present.

**Meet at the assembly point.** Our assembly point is different for each location, so please make sure you are familiar with the designated area for your specific building. Please ask your supervisor where everyone is to meet in the event that everyone has to evacuate. Once you’ve arrived at the assembly point, call 911 if you haven’t already and start accounting for other employees. Never re-enter a burning building for any reason.

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