



University of South Florida Police Department



Active Shooter Incident Community Response Checklist

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. (Assailant may try to trick you.)
- 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 **9-1-1** system (only one person per room)
- Be aware that the 9-1-1 system will likely be overwhelmed.

What to Report:

- Your specific location: building name and office or room number.
- Number of people at your specific location.
- Injuries: number injured and types of injuries
- Assailant(s):
 - Location
 - Number of suspects
 - Race/gender
 - Clothing description
 - Physical features (height, weight, facial hair, glasses, etc.)
 - Type of weapons (long gun or hand gun)
 - Backpack
 - Shooter's identity, if known
 - Do you hear explosions separate from gunfire?

Police Response:

- Objective is to immediately isolate/engage assailant(s) to stop the shooting as soon as possible.
- Remain calm, do as the officers tell you.
- Put down bags/packages and keep your hands visible at all times.
- If you know where the shooter is, tell the officers.
- The first officers will not stop to aid injured persons.
- Rescue teams will follow the first officers into secured areas to treat and remove injured persons.
- Investigation will follow.