

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

HOW TO RESPOND TO AN ACTIVE SHOOTER
RUN/EVADE – HIDE – FIGHT

Quickly determine the most reasonable and safest way to protect your own life. Students and staff will follow the lead of teachers and administrators during an Active Shooter situation.

RUN/EVADE - If there is an accessible escape path, attempt to evacuate to a site out of harm's way.

1. Have an escape route and plan in mind
2. Evacuate regardless of whether others agree to follow
3. Help others escape, if possible
4. Leave your belongings behind
5. Prevent individuals from entering an area where the active shooter may be
6. Do not attempt to move wounded people
7. **Call 911 when you are safe**, while on campus dial 464-4000 or 911 from any campus phone
8. Keep your hands visible
9. Follow the instructions of any Law Enforcement Officer
10. Do not stop or question the officer; follow direction

HIDE - If evacuation is not possible, find the designated **“HARD CORNER”** a place to hide where the Active Shooter is less likely to see, find or hear you.

1. Stay away from the view of the Shooter's
2. Place covering over window in door
3. Blockade the door with any heavy furniture (desk, file cabinets, etc.)
4. Tie rope/belt/computer cord around door arm to restrict it from being open
5. Remain quiet, calm and silence your cell phone and/or pager
6. Turn off any source of noise (i.e., radios, televisions)
7. If possible and without alerting the Shooter, Dial 911 to alert Law Enforcement and the Shooter's location
8. If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT – When all else has failed.

When calling 911, you should provide the dispatcher and the responding officers with the following information:

- Location of the active shooter
- Number of shooters

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- Physical description of shooters
- Number of, type, and description of weapons held by shooters
- Number of potential victims at the location

When Law Enforcement arrives on scene:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating