

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE.

1. RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- In a zig zag pattern.
- **DO NOT pull the Fire Alarm. Doing so may put people into harm's way.**

2. HIDE

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.
- Do not stand by a window.
- **Silence your phone including vibration.**

3. FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter by any means necessary.
- Act with physical aggression and throw items at the active shooter.
- Commit to your actions.

**WHEN IT IS SAFE TO DO SO,
CALL 911 OR CALL PUBLIC SAFETY AT (212) 237-8888**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
- Be aware that the goal of the first responders will be to incapacitate the active shooter not tend to the victims.

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

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

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

ALERT PUBLIC SAFETY IF YOU BELIEVE AN EMPLOYEE OR STUDENT EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.
- Increased severe mood swings, and noticeably unstable or emotional responses.
- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism, and/or vague physical complaints.
- Depression/Withdrawal.
- Increasingly talks of problems at home.

**PUBLIC SAFETY DEPARTMENT
CHECK FOR INSTRUCTIONS VIA CUNY ALERT
CALL 911
CAMPUS EMERGENCY NUMBER EXT. 8888**

