

## Active Shooter

The presence of an active shooter is a very dangerous situation. Try to remain calm and use these suggested actions to help you plan a strategy for survival. Keep in mind there could be more than one shooter involved in the same situation.

The North Dakota University System's NotiFind system is used to alert Mayville State students and employees of dangerous situations. Contact a member of the President's Cabinet or the President's Office at EXT 34754, if an emergency should develop. These officials can activate the Emergency Notification System very quickly and initiate the appropriate action for everyone.

### ***Active Shooter Outside Building***

- Move quickly to a secure room. Lock and barricade by using the area as best you can.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If there are many of you, spread out behind walls, desks, file cabinets, etc.
- Call 911 from any campus telephone. Be aware that the 911 system may be overwhelmed in such a situation.
- Describe the situation to the dispatcher and give your name and location. Do not leave the area until police give the 'All Clear.'
- Unfamiliar voices may be the shooter. Do not respond to any voice commands until you are certain that that they are being issued by a police officer.

### ***Active Shooter Inside Building***

- Secure the room. Lock and barricade the door, windows, or any other openings.
- Close the window shades, turn off the lights, and get down on the floor. Try to remain hidden from anyone outside the room looking in.
- If you cannot secure the room, try finding a nearby location where you can be safe, and then secure it. If you can safely exit the building, do so quickly.

### ***Active Shooter Inside Room***

- If an active shooter is in your our office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- Try to remain calm.
- Call 911 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Sometimes the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or barricade, it may be necessary to try negotiating with the shooter.

- If the shooter has fired on victims you are faced with a life or death situation; only you can consider your next course of action.
- If all else fails, you may need to try overpower the shooter with force by whatever means necessary. Consider any available object a weapon, and use it.

### ***Active Shooter Leaves Room***

- If the shooter leaves the area, try to determine if you can leave safely. If so, proceed immediately to a safer place.

### ***What You Should Do***

- Develop a logical escape route.
- Move quickly, leave everything else behind.
- If you encounter a police officer, keep your hands visible. Follow their instructions.
- Remain at the designated assembly point and give police officers all the information you have.
- Do not leave campus until police say you can.
- Leave injured people and notify authorities of their location as soon as possible.

### ***What You Should Expect***

- The first officers on the scene will likely be from the Traill County Sheriff's Office. Do as the officers tell you and do not be afraid of them.
- Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons