Procedure: **Active Shooter Response**  
References: Active Shooter, How to Respond. U.S. Department of Homeland Security; Active Resistance Training, Missoula County Police Department

**RUN-LOCK-FIGHT**

This procedure should be followed if there is an Active Shooter or threat of lethal violence at the Bitterroot College. Staff and/or faculty will sound an air horn alarm if there is an immediate danger to your life. This is the only time you will hear an air horn alarm. The air horns are located in the “safety” boxes in every room. In classrooms they are located on the instructor podium. In offices and other rooms, they are general located by the outside window. If no air horn is available, shouting “LOCK DOWN” is the secondary signal. Anyone can use this signal if there is a threat to lethal violence at the BC.

Safety boxes contain a hammer and goggles for breaking out windows and an air horn

**RUN: LISTEN – LOOK – MOVE**

If there is an accessible escape path evacuate the premises.

Make sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if safely possible
- Prevent individuals from entering an area where the active shooter may be
- Do not attempt to move wounded people unless you can do so safely and quickly
- Follow all instructions of any law enforcement personnel
- **PLEASE REMEMBER LAW ENFORCEMENT DOES NOT KNOW WHO THE SHOOTER IS SO EVACUATE WITH YOUR HANDS UP!**
- Leave the premises and go to a safe place
- Call 911 and let dispatch know your name and that you are safe
LOCK: SHELTER IN PLACE

- If there is not an accessible escape path then find a safe spot to **Shelter In Place** until you can find a safe escape path
- Faculty should quickly scan the area and direct any students or staff in the halls into their classroom immediately
- Lock the door, turn off the lights and computer monitors, and silence cell phone; keep quiet
- **FIND LARGE HEAVY OBJECTS SUCH AS DESKS, FILING CABINETS, ETC. TO BARRICADE THE DOOR AND BLOCK ANY WINDOW SO THE SHOOTER CANNOT SEE INTO OR ENTER THE ROOM**
- Everyone should hide along the wall or in a safe corner where the shooter cannot see you. **REMEMBER TO STAY OUT OF THE FATAL FUNNEL** (this is the area where the shooter can see into the room)
- Once the door is barricaded, break the outside windows and evacuate
- The tables in each classroom can act as escape ramps for evacuating out the window
- Direct individuals to help people with disabilities evacuate
- **DO NOT EVACUATE IF THE SHOOTER IS OUTSIDE THE BUILDING! SHELTER IN PLACE**
- **PLEASE REMEMBER LAW ENFORCEMENT DOES NOT KNOW WHO THE SHOOTER IS SO EVACUATE WITH YOUR HANDS UP!**

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

**Your hiding place should:**

- Be out of the active shooter’s view (Fatal Funnel)
- Provide protection if shots are fired in your direction (i.e., office with a closed and locked door)
- Not trap you or restrict your options for movement
- Shooters tend not to fire at inanimate objects or if they cannot see you so make sure you are behind or under something

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone
- Turn off any source of noise
- Barricade the door
- Hide behind large items
- Remain quiet
FIGHT: DO NOT BE COMPLACENT!!!!

Take action against the active shooter

This step is recommended by law enforcement to ANYONE in the immediate area of the Active Shooter. Remember the entire incident may only last a few seconds and law enforcement may not be able to be on-site for several minutes. It may be up to you and others in the same area to take action against the shooter

- Find a weapon immediately. Fire extinguishers make a great weapon. You can use them by pointing them directly at the shooter then using them to strike the shooter. You can also use them to fog up the area for cover to escape or take down the shooter.
- Other items that can be used as weapons include coat racks, hair spray or other aerosol items, chairs, tables, computers, anything you can swing, etc.
- Try to form a group with the anyone in the same area to take down the shooter
- Disarming the shooter will save lives

Remember to commit to your actions.