



“Tools to Survive an Active Shooter”

If you witness any armed individual on campus at any time, immediately call UCPD dispatch to report the emergency.

If the shooter is outside the building

- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get everyone on the floor and out of the line of fire.
- Move to a central and secure area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized or known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status. Unknown or unfamiliar voices may be false and designed to give false assurances.
- Follow the direction of Police Officers as you leave the building, as they may direct you to one collection point. Keep your hands on your head or open in front of you.

If the shooter is inside the building

- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.
- Dial 9-1-1 (510-642-3333 via cell) to give your location, if possible.
- Do not pull the fire alarm. It will provide the shooter with more opportunities to cause harm.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get everyone else on the floor and out of the line of fire.

- If you encounter the Police, place your hands on your head or open in front of you, and follow their instructions.
- Wait for the “all clear” instruction.

If the shooter comes into your class or office

- There is no one procedure can be recommended in this situation.
- Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active shooter.
- Wait for the “all clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get far away from the shooting scene and contact the Police Department.

SCHEDULE A PRESENTATION

The Police Department’s Office of the Chief has developed a presentation called, “**Tools to Survive an Active Shooter.**” Contact the Administrative Lieutenant to find out how you can schedule this presentation for your group. (510) 642-3679.