GETTYSBURG COLLEGE
DEPARTMENT OF PUBLIC SAFETY
Community Response Checklist
--Active Shooter Incident--

SECURE IMMEDIATE AREA:
- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protecti0n i.e. concrete
- walls, thick desks, filing cabinets (cover may protect you from bullets).
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.

UN-SECURING AN AREA:
- Consider risks before un-securing rooms.
- Remember, the shooter may not stop until they are engaged by police.
- Efforts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

CONTACTING AUTHORITIES:
- Use Emergency 911
- 717-337-6912 (non-emergency line)
- Email: http://www.gettysburg.edu/about/offices/college_life/safety/
- Local Police Agency Emergency 911. Be aware that the 911 system will likely be overwhelmed, program your cell phone with your campus emergency number.

WHAT TO REPORT:
- Your specific location - building name and office/room number.
- Number of people at your specific location.
- Injuries - number injured, types of injuries.
- Assailant(s) - location, number of assailant(s), race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, assailant(s) identity if known, separate explosions from gunfire, etc.

POLICE RESPONSE
Objective is to: Save lives immediately engage assailant(s).
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling.
- Investigation.

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Department of Public Safety
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