

# Metropolitan State University

## Active Shooter & Lockdown Instructions

Violent incidents, including but not limited to acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the campus or in close proximity with little or no warning. An “active shooter” is considered to be a suspect whose activity is immediately causing serious injury or death and has not been contained.

The purpose of a “lockdown” is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students or visitors. A lockdown would be implemented when requested by campus public safety, local law enforcement, fire department, campus administration or any other credible source of information. Lockdown notification will be provided through the campus paging system, Star Alert mass notifications system, e-mails, postings, digital signs or verbal instructions.

### Campus Lockdown - Immediate Action

1. If you are able to safely leave the building, do so immediately.
  - If you are not able to leave, lock or barricade your door, call 9-911 on campus phones or on cell phones and report your location and other information relevant to the incident.
2. Secure the immediate area. Whether a classroom, office, or other:
  - Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
  - After securing the door, stay behind solid objects away from the door as much as possible.
  - If the assailant enters your room and leaves, lock or barricade the door behind them.
  - If safe to do so, allow others to seek refuge with you.
3. Protective Actions. Take appropriate steps to reduce your vulnerability:
  - Close blinds and block windows.
  - Turn off radios and computer monitors.
  - Silence cell phones.
  - Place signs in exterior windows to identify your location to emergency responders and the location of injured persons.
  - Remain calm and quiet.
  - After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, etc.
  - Remain in the secured area until directed otherwise by emergency officials.
4. Unsecured Areas. If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
- If in doubt, find the safest area and secure it the best way possible.

When the condition causing the lockdown has been eliminated, an “all clear” announcement will be made over the campus paging system. Emergency responders will also walk through the campus and clear areas on a floor by floor basis.

### **Exterior Incidents.**

Based on an external shooting incident, the safety staff may be required to secure the exterior doors. A lockdown notices will be posted on all exterior doors. When possible, notices will also be placed at the main parking lot entrances and notification will be provided through the campus paging system, Star Alert mass notifications system, e-mails, postings, digital signs or verbal instructions.

This will be done when the shooting threat is known to be outside or off the campus property i.e.; police in the area looking for a violent offender with a gun or a violent crime has occurred near a campus.

Work and pedestrian traffic may continue within the building but no one will be allowed entrance without proper university identification and exiting may not be allowed.

Safety or building service staff will be stationed around the high traffic doors of the campus until notified by law enforcement of an all clear. Security Officers will then open the exterior doors to the buildings and remove the notices.

### **Paging System Announcement**

#### **Active Shooter on Campus.**

May I have your attention please... we have been notified that a (race) white (gender) male is on campus with a gun and that shots have been fired. The campus has been placed in a lockdown status. Avoid (building)\_\_\_\_\_.

Everyone is urged to seek immediate shelter in a classroom, department or office... secure the door if possible by locking it or barricade the door with desks, table or other materials. Do not confront the individual and if you hear shots please call 9-911 to report your location.

The police have been notified and are responding. Once additional information is available, notifications will be made offering directions.

#### **All Clear Statement.**

The incident involving an on campus shooter has ended, please evacuate the buildings. Emergency personnel are prepared to offer assistance.