

SHOTS FIRED ON CAMPUS

1) Response to Potentially Violent Criminal Behavior.

-If you see or know that a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first-move to a safe location.

- a. As soon as possible, call the police by dialing **911** or **2424** when using a campus phone or call **615-898-2424** via your cell phone. You may also use an emergency call box located around campus once you are safe.
- b. Tell the dispatcher your name, location, phone number and describe the situation you are reporting: **WHO, WHAT, WHEN, WHERE, HOW and WHY (if known)**. Is anyone injured?
- c. If possible, alert others in the immediate area about the current situation.

2) Active Shooter Incident

-An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually involves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

- a. **ACTIVE SHOOTER RESPONSE.** Officers from MTSU Campus Police, Murfreesboro Police and the Rutherford County Sheriff's Office will likely be the first to respond to the scene. As they may move into the affected area, rescue efforts will be delayed until the shooter or shooters are located and stopped or no longer a threat to life and safety.
- b. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
- c. To assist the police, please stay calm and patient during this time, and do not interfere with police operations. If you know where the shooter is, and/or have the shooter's description tell the police.
- d. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating. Carry nothing that could be mistaken for a weapon with you.
- e. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

3) If the shooter is outside your building:

- a. Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
- b. If you can do so safely, get all occupants on the floor and out of the line of fire.

4) If the shooter is inside your building.

- a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks and purses, etc.
- b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- c. If you get out of the building and do not see a police officer attempt to call the police by dialing 911 or 615-898-2424 or use an Emergency Call box if available and safe. Tell the dispatcher your name and location and follow their instructions.
- d. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and or under a desk and remain silent. Turn off any cell phones or pagers and wait for the police to come and find you.

5) If the shooter enters your office or classroom.

- a. There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- b. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
- c. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.
- d. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- e. While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

6) What else can you do? Prepare a plan of action for an active shooter in advance Determine possible escape routes and know where the nearest building exits are.