

SCF DEPARTMENT OF PUBLIC SAFETY & SECURITY

Community Response Check List

Hostile Intruder/Active Shooter Incident

Secure Immediate Area

- Lock or barricade doors, if possible.
- 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/protection, 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.
- DO NOT SOUND THE FIRE ALARM; occupants exiting buildings would be at risk.

Unsecuring an Area

- Consider risks before unsecuring rooms.
- Remember, the shooter will not stop until he/she is engaged by an outside force.
- Attempts to rescue people should be attempted only if it can be accomplished without further endangering people inside a secured area.
- Consider the safety of many 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.
- SCF Public Safety & Security:
 - o 752-5550, SCF Bradenton
 - o 408-1550, SCF Venice
 - o 752-5550, SCF Lakewood Ranch
- Be aware that the 911 system may be overwhelmed. Program the SCF Security phone number into your cell phone for emergency use. If you are outside and can safely do so, use an emergency call box.
- Obey all commands of emergency personnel and law enforcement.

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 suspects, race/gender, clothing description, physical features, type of weapons (long gun or handgun), backpack, shooter's identity if known, separate explosions from gunfire, etc.