

Community Response Guidelines

** Active Shooter Incident **

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting:

If you are in a building when an event occurs, you should:

If possible without compromising your safety, leave building and call 911.

If the location of an Active Shooter does not permit you to leave, secure immediate area:

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets - cover may protect you from bullets)
- Silence cell phones

Un-Securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts 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
- Know all alternate exits in your building

Contacting Authorities:

- Call 911
 - Dial 6911 from any campus phone
 - Program the alternate Public Safety number (732-932-7211) into your cell phone
- Even if phone lines are overwhelmed and your call does not go through, recall.*

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 hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc

Police Response:

Comply with police officer instructions

- Objective is to engage assailant(s) immediately
- Evacuate victims/Medical care
- Facilitate follow up
- Interviews
- Investigation
- Counseling