ANNUAL SHELTER IN PLACE/ACTIVE SHOOTER DRILL

Tuesday, 2.27.18
10:05am & 6:15pm

During the drill, please dedicate a few minutes to facilitate a physical shelter in place drill or a meaningful discussion regarding active shooter preparedness.

10:05am - The morning drill will be initiated by a public address announcement and an LMU Alert.
6:15pm - The evening drill will be initiated by public address announcement.

TIPS FOR FACILITATING A PHYSICAL SHELTER IN PLACE DRILL

1. Review the Options for Consideration active shooter preparedness tips or consider showing the 4 minute video “Options for Consideration”, which can be found at lmu.edu/emergency.
2. Ask your students/colleagues to shelter in place when prompted by the Public Address announcement:
   - Seek shelter in a room with a door.
   - Close and lock all windows and doors.
   - Close blinds and curtains.
   - Create obstacles by the door and windows to block potential entry into the room. This is especially important since many of our doors open out to the hallway and do not have a manual lock.
   - Turn off lights, eliminate all noise, silence cell phones and keep quiet.
   - Conceal and shield yourself under or behind furniture or heavy objects.
   - Crouch down and spread out; a group huddling together makes for an easy target.
3. Announce the end of the drill, and restore the learning space/office.
4. Conduct a brief discussion; ask students/colleagues to share their impressions and feedback.

TIPS FOR FACILITATING A DISCUSSION ON ACTIVE SHOOTER PREPAREDNESS

1. Review the Options for Consideration active shooter preparedness tips or consider showing the 4 minute video “Options for Consideration”, which can be found at lmu.edu/emergency.
2. Engage in a discussion about what you could do if there was an active shooter situation (you received an LMU Alert or you heard gunshots). Consider the following questions:
   - Where would you shelter in place? What would you use to conceal and/or shield yourself from the active shooter?
   - Would you need to evacuate yourself to a secure location? If so, where would you go and what are the potential escape routes?
   - Once you are in a secure location, what steps would you take? Does the door lock? What could you use to block entry to the room via the door and/or windows?
   - How would you help those who need assistance?
   - If you needed to incapacitate the shooter as a last resort, what would you do?