

ACTIVE SHOOTER DRILL

Tuesday, February 16, 2016

10:05am + 7:40pm

ACTIVE SHOOTER / SHELTER IN PLACE DRILL GUIDE

As part of LMU Active Shooter Preparedness Month, we will conduct the Active Shooter/Shelter In Place Drill two times to maximize participation for students, faculty and staff.

10:05am - The morning drill will be initiated by a public address announcement (over LMU campus landline phones) and an LMU Alert via text, email and phone call to personal phones.

7:40pm - The evening drill will be initiated by public address announcement only as we are targeting students and faculty who are in class in the evenings.

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

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, and 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?

#readyLMU

DEPARTMENT OF PUBLIC SAFETY
EMERGENCY PREPAREDNESS

OPTIONS TO CONSIDER IN AN ACTIVE SHOOTER SITUATION

RUN

- Identify an escape route, and only if it is safe to do so, evacuate to a secure location.
- If possible, seek shelter in a room with a door.
- Wherever you are, crouch down and spread out. Do not huddle in a group.

HIDE

- Seek shelter in a room with a door:
 - Close and lock all windows and doors.
 - Create obstacles against the door and/or windows to block entry into the room.
 - Close blinds or curtains.
 - Turn off lights, eliminate all noise, and keep quiet.
- If you are outside and/or are unable to safely seek shelter in a secure location, conceal yourself and shield yourself by hiding behind something like a bench or tree.
- DO NOT respond to any voice commands until you can verify that they are being issued by a police officer or Public Safety officer.
- Wherever you are, crouch down and spread out. Do not huddle in a group.

FIGHT

- As a last resort, once all other options have been exhausted and only when your life is in imminent danger, you may choose to incapacitate the shooter. Act with physical aggression and throw items at the active shooter.

**As soon as it is safe to do so,
call 911 first; then call LMU Public Safety.**

When law enforcement arrives on scene:

- Remain calm, and follow officers' instructions. Avoid yelling.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread your fingers, and keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Do not stop to ask officers for help or direction when evacuating.

If you notice odd or threatening behavior on campus,
report it to Public Safety immediately.

LMU DEPARTMENT OF PUBLIC SAFETY
310-338-2893
(2-2-2 from a campus phone)

For more information and emergency preparedness tips, visit lmu.edu/emergency.