



Syracuse University

Department of Public Safety

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 away from the incident, circumstances permitting:

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

Secure yourself and the immediate area:

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

Contacting Authorities:

- Dial 711 from any University phone
- Dial 315-443-2224 from any other phone
- Dial #SU (#78) from Verizon, Cingular/AT&T, or Nextel cell phones

Be aware that the Public Safety numbers may be overwhelmed. Consider dialing 911 also.

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

Un-Securing an area:

- Its always best to await instructions from DPS or Syracuse Police
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- If doubt exists for the safety of the individuals inside the room, the area should remain secured
- Know all alternate exits in your building

Police and Public Safety Response to Active Shooter:

- Engage to stop the assailant(s) immediately
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation