Life-Threatening Emergencies: Program Campus Security number into your phone:

911  
509.313.2222

ACTIVE SHOOTER INCIDENT
COMMUNITY RESPONSE CHECKLIST

Register with ZagAlert  •  Be familiar with your work area: entrance/exit points, stairwells.

1 POTENTIAL SITUATIONS
• Lock and barricade doors if possible.
• If the area cannot be secured, and if you can safely do so, move to an area that can be secured such as an office or classroom.
• Turn off lights.
• Close blinds/Block windows.
• Silence cell phone and keep it in your hand.
• Get on the floor and away from windows and doors.
• Keep yourself and others calm, quiet, and out of sight. Take adequate cover or protection from bullets; e.g., concrete walls, thick desks, filing cabinets.

2 EMERGENCY CONTACTS
• Call Spokane Police: 911.
• Then call Campus Public Safety & Security at 509.313.2222 or ext. 2222.
• Bluelight phones are a direct line to Campus Security.

3 REPORT TO AUTHORITIES
• Your specific location: building and office or room number, including the floor.
• Number and location of assailants, shooters’ identification (if known), including: gender, physical features, clothing description, and other information such as weapon type, separate gunfire, explosions, etc.
• Number and type of injuries; number of people at your specific location.

POINTS TO CONSIDER
• The shooter will not stop until engaged by law enforcement. Be prepared to confront the threat.
• Attempt to rescue people only if it can be accomplished without further endangering self or others.
• Be cautious when evacuating due to a fire alarm – it may draw people into the line of fire. (Applies when threat is known)
• If you decide to flee because you are in the open and cannot find a safe place or because you decide it is safer to flee:
  – Have an escape route and plan in mind.
  – Do not carry anything with you.
  – Keep your hands visible to the police.

SPOKANE POLICE AND SWAT RESPONSE
• Police will first engage the shooter(s) before rescuing people.
  – Rescue efforts will be delayed until the shooter is located and stopped or no longer a threat.
  – Be prepared to follow law enforcement instructions and keep hands visible at all times.
• If you are wounded or with someone who is wounded, wait for rescue teams to aid you and others.
  – Police will bypass you to search for the shooter and stop the threat.
• Remain calm, follow instructions
  – Wait for an “all clear” signal or message before emerging from a secure area. Message will be delivered by ZagAlert, email, PA system, law enforcement and/or Campus Security.

REMEMBER: This is a crime scene. Do not disturb possible evidence. Expect that the police will want to question you.

For more information
www.gonzaga.edu/ActiveShooter

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