

# Active Shooter

## EMERGENCY RESPONSE GUIDE



If you find yourself involved in an **active shooter situation**, or a situation that has the potential for **extreme violence**, listen to Public Address announcements, try to remain calm and follow these procedures:

### 1. Report



## CALL 911

When safe to do so, also call Security at **212-746-0911** (on campus) or the Building Front Desk (off campus)

#### CALL AND REPORT:

"I'm calling from Weill Cornell Medicine. We have an active shooter on campus, gunshots fired."

#### PROVIDE INFORMATION:

- **Your exact location**
- **Description of the offender(s)**  
Details including sex, race, clothing, type of weapon(s), location last seen, direction of travel and identify if known
- **Description and location of any victims**
- **Details of the situation**  
If you observed any suspicious devices (improvised explosive devices) or heard explosions, provide the location seen and a description

#### NOTE:

If you have a panic button, use it

### 2. Avoid / Barricade / Confront



#### Avoid (Run)

- Warn other students, faculty, staff, patients and visitors to take immediate action
- If there is an escape path, evacuate the building immediately but do not leave patients unable to escape
- When outside the building, move away from the entrance to a more secure location; avoid elevators if possible
- Do not carry any personal belongings with you

#### Barricade (Hide)

- Go to a room that can be locked or barricaded, close and lock doors and windows
- Take adequate cover/protection (*i.e. concrete walls, thick desks, filing cabinets*)
- Turn off lights, close window blinds, and block windows
- Turn off any devices that emit sound (*i.e., cell phones, radios*)

#### Confront (Fight)

- As a last resort when your life is in imminent danger, attempt to overpower the individual with force
- Find an object to use as a weapon, such as a fire extinguisher or chair
- Work as a group with others to overcome the shooter

### 3. Law Enforcement Arrives

**NYPD**

- Listen for updated announcements and law enforcement arrival
- Do exactly as the team of officers instructs
- Do not approach the officers
- Keep your hands visible, fingers spread and empty
- Do not respond to voice commands until you can verify with certainty that they are being issued by a law enforcement officer or university official; unfamiliar voices may be an active shooter trying to lure you from safety

