

Eastern Michigan University Police Department

EMERGENCY ACTION GUIDELINES – ACTIVE SHOOTER

The response to an active shooter is dictated by the specific circumstances of the encounter. It is not possible to provide instructions in advance that will apply to every situation, as the specific circumstances in every incident are different. The following are general guidelines for an active shooter situation:

- Call **911 from a campus phone, 734.487.1222 from a cell phone** and provide:
 - Your name, location and report “we have an active shooter on campus, gunshots fired.”
 - Give a description of the shooter(s) and identity – if known.
 - Report the location and number of victims.
 - Report any suspicious devices and provide the location and description, if possible.
 - Report the location of any fires or explosions.
- Remain calm.
- Warn other faculty, staff, students and visitors to seek shelter immediately.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors and/or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios or other devices that emit sound.
- Remain out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Silence cell phones.
- Depending on the circumstances, exit from ground floor windows or doors as safely and quietly as possible.
- Do not respond to voice commands until you can verify with certainty that they are being issued by a police officer, first responder, CERT member or Crisis Management Team member; unfamiliar voices may be the active shooter trying to lure you from safety.
- Wait patiently until a uniformed police officer, first responder, CERT member or Crisis Management Team member provides the “all clear.”

If an active shooter enters your office or classroom:

- Remain calm.
- Do not provoke the active shooter.
- As a last resort where there is no possibility of escape or hiding, make a personal choice to negotiate with or overpower the assailant(s).
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.
- Call 911 from a campus phone, 734.487.1222 from a cell phone and provide the information listed under the general guidelines.

If you encounter an active shooter outdoors:

- Remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Move to locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles or any other object that may stop bullet penetration.
- Call 911 from a campus phone, 734.487.1222 from a cell phone and provide the information listed under the general guidelines.

What to expect from responding police officers:

- Immediate engagement or containment of the active shooter(s) to stop life-threatening behavior. Keep your hands visible to police officers at all times as they do not know if you pose a threat or not. Do not make sudden movements towards officers.
- Identification of other threats such as improvised explosive devices.
- Identification of persons requiring medical care.
- Identification of and interviews with victims.
- Crime scene processing and investigation.

Keeping updated:

- The University will implement its Emergency Management Plan. This plan includes sending text messages to everyone who has signed up for the emergency notification system. (Please sign up at: [www.emich.edu/alerts/.](http://www.emich.edu/alerts/))
- The University website will provide updated information and instructions.