

Luzerne County Community College

Campus Safety & Security

Active Shooter Procedure

Active shooter events are very unpredictable, dynamic, rapidly evolving, multi-variable situations requiring rapid response by law enforcement and Campus Security. If LCCC experiences an active shooter situation, you should take the following actions:

1. If the shooter is outside your building:

- Remain calm
- Turn off all lights, close and lock windows and doors, close any shades
- Barricade doors if not lockable
- Warn others, if possible and safe to do so
- Get yourself and others on the floor and attempt to hide behind/under something
- If safe to do so, move to a core area of the building and lock/barricade yourself in a room
- Silence televisions, cell phones and other devices; remain silent
- Call 911 and Campus Security as soon as safely possible
- Remain in place until given the all clear by an identifiable police or security officer.

2. If the shooter is inside your building:

- Remain calm
- If safely possible, leave the area
- If not safe to flee, lock or barricade yourself in a room
- Turn off lights and hide under/behind furniture - stay low to the floor
- Remain silent, silence televisions, radios and cell phones
- Call 911 and Security as soon as safely possible
- Remain in place until given the all clear by an identifiable police or security officer

3. If the shooter enters your office/classroom:

- There is no right answer for this scenario - response must be based on the situation, shooter's actions and your own intuitions and common sense
- Remain calm
- Call 911 and Security as soon as safely possible
- If at all possible, flee the area
- Negotiating may work
- "Playing dead" may work
- Attempting to overcome the suspect with force is always the last resort which should only be considered in extreme circumstances. Only you can decide if this is something you should do.

4. If you are outside:

- Remain calm
- Move away from the active shooter and/or sounds of gunshots
- Warn others to take immediate cover
- Look for appropriate cover/protection (brick walls, retaining walls, large trees, parked cars, etc)
- Remain silent; silence cell phones
- Call 911 and Security as soon as safely possible

5. Points to remember:

- There may be more than one (1) shooter
- Do not touch anything in the area, as it is a crime scene
- Prepare a plan of action in advance - predetermine possible escape routes for yourself, and always know where exits are located
- When fleeing, get as far away from the shooting scene as quickly and safely possible - do not take/carry anything with you

6. Police response and you:

- Police will quickly respond to the area in which shots were last heard and attempt to immediately engage/contain the active shooter
- First arriving officers will not stop to assist the injured or evacuate personnel
- Remain calm
- Do exactly as police tell you
- Keep your hands empty and visible at all times
- If you know where the shooter is, quickly tell the officers. DO NOT get in the way of officers