



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

EMERGENCY ACTION GUIDE

Active Shooter

January 2018

Emergency Action Guide

ACTIVE SHOOTER

While Texas Tech University Health Sciences Center strives to make our campuses as safe and secure as possible, personal safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings.

This Emergency Action Guide (EAG) will assist you by providing basic guidelines and actions for you to use to enhance your own personal safety. Read this plan and become familiar with actions you should take in the event of an **active shooter**. This guide may not address every specific situation; however, the guidelines and actions found here may be adapted to fit the particular situation or circumstance you are facing.

The TTUHSC **STAT!Alert Emergency Notification System** is used to notify the TTUHSC Community of emergency situations, weather-related campus delays or closings, and other important information via text, telephone, and e-mail. **Don't be left out - go to the [STAT!Alert](#) portal and update your account to assure you have activated the notifications you wish to receive!**

When there's an **active shooter**, you've got to be prepared. It's important to have the resources you need – information, updates, and planning – all linked from a central place. When faced with an emergency, you'll know what to do, where to go, and how to respond.

Read this EAG. Be prepared!

Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life-threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

For links to safety videos on how to survive an active shooter situation, please visit <https://www.ttuhs.edu/emergency> (Note: TTUHSC eRaider user name and password are required to view some videos).

Run. Hide. Fight. (© 2012 City of Houston)

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

- **Run.**

When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

- **Hide.**

If an evacuation is not possible, find a place to hide and:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

- **Fight.**

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Do not move toward responding officers unless specifically instructed to do so.
- Know that help for the injured is on its way.

Lockdown

During an active shooter situation, individual buildings or the entire campus may be placed on lockdown. "Lockdown" is used to stop access to, or egress from all or a portion of the buildings on campus. Unless otherwise instructed, consider that all campus buildings may be on lockdown during an active shooter situation.

When inside a building during lockdown, find a safe place to hide or shelter-in-place. Lock or barricade doors, if possible, turn off lights and computers, silence mobile devices, and remain quiet. Hide behind or under desks and out of line-of-sight of windows.

Do not allow anyone you do not know or trust to enter the building or your sheltering area. Law enforcement will identify before unlocking doors or entering your area.

Follow law enforcement directives and do exactly as instructed keeping your hands visible at all times.

If outside a building during lockdown, do not attempt to enter the building. Get as far away from the area as possible and seek shelter. Do not call individuals who may be inside the building as this may put them at risk of being found by the shooter.

You will be notified when lockdown has ended and be given instructions on how and when to exit the building. Always follow law enforcement directives.

Special Needs Population Considerations

Individuals with special needs such as visual or hearing impairment or limited mobility (walkers, wheelchairs, scooters) may need assistance in an active shooter situation. Be aware of those individuals within your work areas and assist them, if possible. Make them aware of the situation, and assist them in evacuation or sheltering, and help them defend themselves if there are no other options.

Support Links

- In reference to student behavior:
 - [TTUHSC Office of Student Services](#): (806) 743-2300
 - [Program of Assistance for Students \(PAS\)](#): (806) 743-1327; (800) 327-0328 (24-hour Hotline)
 - [Texas Tech Police Department \(TTPD\)](#): Non-emergency – (806) 742-3931; Emergency – 911
 - [Lubbock Police Department \(LPD\)](#): Non-emergency – 806-775-2865; Emergency – 911

- In reference to staff behavior:
 - [Employee Assistance Program \(EAP\)](#): (806) 743-1EAP (1327); (800) 327-0328 (24-hour Hotline)
 - [HSC OP: 70.38, Employee Assistance Program](#)
 - [Department of Human Resources](#): (806) 743-2865
 - [Texas Tech Police Department \(TTPD\)](#): Non-emergency – (806) 742-3931; Emergency – 911
 - [Lubbock Police Department \(LPD\)](#): Non-emergency – 806-775-2865; Emergency – 911

- In reference to faculty behavior:
 - School of Medicine Office of the Dean: (806) 743-3000
 - School of Nursing Office of the Dean: (806) 743-2738
 - Graduate School of Biomedical Sciences Office of the Dean: (806) 743-2556
 - Department of Public Health Office of the Associate Dean: 806-743-2556
 - School of Health Professions Office of the Dean: (806) 743-3220
 - School of Pharmacy Office of the Regional Dean: (806) 743-4200, Ext. 235

- In reference to visitor behavior:
 - [Texas Tech Police Department \(TTPD\)](#): Non-emergency - (806) 742-3931; Emergency - 911
 - [Lubbock Police Department \(LPD\)](#): Non-emergency - 806-775-2865; Emergency - 911

Additional Supporting Links

- [Run. Hide. Fight. Surviving an Active Shooter Event](#)
- [TTPD Active Shooter Presentation](#)
- [Shots Fired: When Lightning Strikes - Student Edition](#)
- [Shots Fired: When Lightning Strikes - Faculty/Staff Edition](#)
- [DHS: Active Shooter Preparedness](#)
- [FEMA Online Training: IS-907: Active Shooter: What You Can Do](#)