

How to Survive an

Active Shooter



Have a Plan!

***University Police Emergency
phone numbers:***

7111 & 315-792-7111



How you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

***A "how to" guide for faculty, staff,
students and visitors of SUNY Poly.***

If an Active Shooter is Outside or Inside Your Building:

- Proceed to a Building/room that can be locked, close and lock all windows and doors, turn off all lights.
- Get everyone down on the floor and ensure no one is visible from outside the room.
- One person in the room calls 7111 or 315-792-7111. Advise of incident and your location, remain in place until police or a familiar person arrives and gives the “all clear.”
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space.
- Do not respond to any voice commands until you can verify with certainty.
- If your room can't be locked, determine if there is a nearby location that can be reached safely and securely.

If an Active Shooter Enters Your Office:

- Try to remain calm. Dial 7111 or 315-792-7111, if possible, and alert University Police to the shooter's location. Then account for others in the room.
- If you can't speak, leave the line open so the dispatcher can listen to what is taking place.
- If there is no opportunity for escaping or hiding, it might be possible to negotiate with the shooter.
- Attempting to overpower with force should be considered as a last resort, after everything else has been exhausted.
- If the shooter leaves, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No Matter What the Circumstances:

- If you decide to flee, make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing. Move quickly.
- When exiting the building, put your hands on your head and follow police instructions.
- Do not attempt to remove wounded/injured people.
- Do not notify authorities of the shooter's location.
- Do not try to drive away.

What to Expect From the Response Force:

- Police will proceed immediately to the area in which shots were last heard or reported. Their purpose is to stop the shooting as quickly as possible.
- First responders will be armed University Police Officers in duty uniform. Police from local departments may respond to assist.
- Others that arrive will have Kevlar helmets and other tactical equipment, and might include pepper spray or tear gas to control the situation.
- If you know where the shooter is, tell them.
- First officers to arrive **WILL NOT** stop to aid the injured. Rescue teams and emergency medical personnel will follow into secured areas to provide aid.
- Proceed to designated rally or assembly point.

REMEMBER: When everything is over, the area is considered a crime scene and you will be detained until all witnesses have been identified and questioned. Do not discuss events with the media. It may jeopardize others who may not have escaped.



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