



Florida A&M University Department of Campus Safety & Security

Community Response Checklist

~Active Shooter Incident~

In the event of an active shooter incident, please consider the following actions

Secure Immediate Area:

- Lock and barricade doors.
- Turn off Lights
- Close blinds.
- Turn off radios and computer monitors.
- Keep occupants calm, quit, and out of sight.
- Keep yourself out of site and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Silence all cell phones.

Contacting Authorities:

- Use emergency 911
- 850-599-3256 FAMU-DCSS

What to Report:

- Your specific location-building name and office/room number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s)-location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately isolate/engage and eliminate the assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interviews, investigation, counseling, etc.

An active shooter presentation has been developed by the Florida A&M University Department of Campus Safety & Security. This presentation lasts approximately 60 minutes and provides information on the active shooter, law enforcement response, and what you can do as an individual to help protect yourself in this kind of situation. If your office or group is interested in receiving this presentation, please contact our Training Section at 850-561-2073.