

WPI POLICE DEPARTMENT

Community Response Checklist

- Active Shooter Incident -

Secure immediate area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons.

Un-Securing an area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses –vs- the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

- Use **Emergency** Worcester Police 911
- **WPI Police emergency line 508 831-5555**

Be aware that the 911 system will likely be overwhelmed. Program the WPI Police [**Emergency line \(508 831-5555\)**](tel:5088315555) into cell phone for emergency use.

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, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation