

Radford University 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 all 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 5500 RUPD Emergency Number (from campus phones)
- 831-5500 from non campus phones

Be aware that the emergency number will likely be overwhelmed. Use signs in windows and keep calling.

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 assailants
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

