



Kellogg Community College Department of Public Safety



Community Response Guideline – Active Shooter Incident

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building away from the incident, circumstances permitting.

If you are in a building when an event occurs:

When instructed to shelter in place:

- Secure yourself and the immediate area
- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
- Remain quiet
- Silence cell phone ringers
- Keep yourself out of sight and find adequate cover (i.e. concrete walls, thick desks, filing cabinets, cover that might protect you from bullets)

When instructed to evacuate:

- Remain calm
- Leave promptly using the nearest exit
- Be aware of alternate exits
- Alert other persons on your way out
- Meet at the designated meeting location (if established)
- Take keys and essential personal items

As a last resort:

- Take action, and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression, yell and throw items at the active shooter

When Law Enforcement Arrives:

- Officers might use pepper spray or tear gas to control the situation
- Officers might be armed with rifles, handguns or shotguns
- Officers might shout commands and might push individuals to the ground for their safety
- Remain calm and follow officers' instructions
- Put down any items in your hands and immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as

attempting to hold on to them for safety

- Avoid pointing, screaming and/or yelling
- The first officers to arrive will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They might also call upon able-bodied individuals to assist in removing the wounded from the premises.

What to Report:

- Your specific location-building name and 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, number and type of weapons (long gun/hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

How To Report:

- Dial 911 from any Campus phone
- Dial 269-965-4147 from any other phone
- Be aware that the Public Safety and campus numbers might be overwhelmed.