

Faculty Classroom Talking Points for Active Shooter Awareness Week

Introduction: Between March 16 and 19, the Law School will be promoting Active Shooter Preparedness as part of our emergency preparedness planning. Selected faculty who will be in a classroom during these dates should review the following information with their students. The process should take about 10-15 minutes. Associate Dean Hayden will contact the faculty member or adjunct who will need to do this in the classroom.

Talking points:

We are taking time out today to practice what to do if a shooter were present on campus. **To be clear: The administration has been organizing this simulation for months; it is not a response to any particular threat directed at the Law School.**

If you are notified of an active shooter presence via the LLS Alert system or PA system, or you hear gunshots and the active shooter is NOT in your immediate presence...

If you were inside a classroom, as we are, the protocol is to:

- All LLS classrooms can be locked down remotely from the Security office or from the classroom podium. Lock the classroom door(s) using the remote control located on the podium. Press the blue button. You will hear a "click" sound when the door locks. The door can **only** be unlocked by Security. Anyone can exit and the door will remain locked until it is unlocked by Security. If there is doubt that the door is locked, move obstacles to block the entry door(s). There may be more than one entry door.
- Turn off lights.
- Eliminate all noise and remain quiet. This includes silencing cell phones.
- Close blinds or curtains, and move away from doors and windows.
- Crouch down and spread out.
- DO NOT open the door for anyone until so directed by a police officer or an LLS Security officer or you receive a message from LLS Alert or the campus PA system.
- DO NOT respond to any voice commands until you can verify that they are being issued by a police officer or an LLS Security officer. Ask for identification.
- When safe to do so, call 911 and contact LLS Security via phone (or a campus emergency call box). If it becomes unsafe to talk, leave the line open so the dispatcher can listen.

If you were outdoors:

- Find a secure location.
- If you are unable to find a secure location, conceal/shield yourself.
- Crouch down and spread out; a group huddling together makes an easier target.

If the active shooter were in your immediate presence:

- Remain calm and shift to a survival mentality.
- Evacuate/run away from the shooter.
- Conceal/shield yourself, crouch down and spread out, and remain quiet.
- As a last resort, incapacitate the shooter. Remember: **"Run. Hide. Fight."**

Takeaway points:

- **Consider how you would react in an active-shooter situation:**
 - Be aware of emergency exits.
 - Think about what you would do to conceal or shield yourself.
 - Consider how you might incapacitate an active shooter.
 - How would you help others who may need assistance?

Review the preparedness resources available at:

<https://my.lls.edu/campusplanning/publicsafety/activeshooterpreparationresources>

- [Faculty members: You may want to write this on the board for students.] Materials include:
 - A list of frequently asked questions and answers, as well as expanded recommendations for responding to an active-shooter emergency.
 - A PowerPoint presentation, with narration, from LMU's director of emergency management adapted from a campus training session.
 - A short video illustrating how to best respond to an active shooter event.
 - A link to review and update your emergency contact information so that you are promptly alerted in the event of a campus emergency. You are encouraged to make sure your contact information is up-to-date and comprehensive by visiting <https://my.lls.edu/campusplanning/publicsafety>