



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

5.2.1 ACTIVE SHOOTER EMERGENCY PLAN

1. Policy Statement/Procedure Description

Kentucky State University instated an Active Shooter Emergency Plan to give students, staff and faculty a short and simple response to an emergency situation. An active shooter is an individual or individuals who are actively engaged in killing or attempting to kill people in a populated area.

- The victims are often selected at random.
- The event is unpredictable and evolves quickly.
- Knowing what to do can save lives.

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

OPTION 1- RUN

- Have an escape route and plan in mind. Attempt to exit the building immediately.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible. Notify anyone you may encounter to exit the building immediately.
- Report to an area that is a safe distance away from the location of the threat. Generally this will be an area established in an emergency plan by each building head, approved by Campus Police and Security
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call The KYSU Police Dept at 502-597-6878 dial 911, or active a Blue Emergency Phone when you are safe.

OPTION 2- HIDE

- Hide in an area out of the shooter's view.
- Go to the nearest room or office.
- Lock the door or block the entry to your hiding place. Do not answer or unlock the door.
- Silence your cell phone (including vibrate mode) and dim the lights on the phone. Keep quiet and act as if no one is in the room.
- Text the KYSU Police Department at 502-545-7370 or use the KYSU Safety app

OPTION 3- FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions...your life will depend on it.

REMEMBER:

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

When you call for help, prepare to give the dispatcher the following information:

- Location of incident (be as specific as possible)
- Number of shooters (if known)
- Identification and or Description of shooter(s)
- Number of persons involved (victims and or perpetrators) as accurate as possible
- Your Name
- Your current location

If you are not sure if it is safe to come out: just stay calm, stay put, stay quiet, and stay alive.

U.S. Department of Justice Federal Bureau of Investigation Active Shooter Event Quick Reference Guide

<https://kysu.edu/administration-governance/president/safety-security/active-shooter-emergency-plan/>

2. Entities Affected

- Campus Police Department
- Campus Community At Large

3. Policy Owner/Interpreting Authority

Vice President for Student Engagement
University Police Department

4. Related Policies

5. Statutory or Regulatory References