



METROPOLITAN LEARNING INSTITUTE

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Non-Profit Educational Organization

" Innovative Approach Is Our Way to Success "

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MLI EMERGENCY ACTION PLAN for Active Shooter Scenario

Rego Park Main Campus

Response to an Active Shooter

Definition: Active Shooter - one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

What should I do if I see someone with a gun or hear gunfire?

- Lock and barricade doors.
- Turn off lights. Close blinds if firing is from outside.
- Turn off radios and computer monitors.
- Silence cell phones.
- Keep yourself out of sight and take adequate cover.
- Call 911 and the Lefrak Security Office at (718) 896-7267

Secure Immediate Area

- Lock and barricade doors with metal cabinets.
- Turn off lights.
- Close blinds if firing is from outside.
- Block windows if firing is from outside.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of line 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.

Un-securing an Area

- Consider risks before un-securing rooms.
- Remember, the shooter may not stop until engaged by police.
- Efforts 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 many versus the safety of a few.
- If doubt exists for the safety of individuals inside the room, the area should remain secured.

Contacting Authorities

- Lefrak Security: (718) 896-7267.
- Local NYPD Emergency 911. (Be aware that the 911 system will likely be overwhelmed. Program your cell phone with your campus emergency number.)

What to Report

- Your specific location, building name, floor and office/room number.
- Number of people at your specific location.
- Injuries - number injured & types of injuries.
- Assailant(s) location, number of assailants, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, assailants identity if known, number of explosions from gunfire, etc.

The Police Response Objective is to:

- Save lives.
- Immediately engage assailant(s).
- Evacuate victims.
- Facilitate follow-up medical care, interviews, counseling and investigation.

Specific Guidance to Faculty, Staff, and Students

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials. Lock all doors and windows and turn off the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. Someone call 911 on a landline or a cell phone. Advise the dispatcher of what is taking place and inform him/her of your location. Remain in place until the police or a campus administrator that you know gives the all-clear. Unfamiliar voices

may be the shooter(s) attempting to lure victims from their safe space - DO NOT respond to any voice commands until you can verify with certainty that they are being issued by a police officer! (Ask for badges and that they unlock the classroom door with keys that only they or Lefrak staff should have)

- If an active shooter is in the same area you are, secure the room you are in by the door lock, a wedge, or barricade material, and then follow the same procedure described in the previous paragraph. If you cannot secure the room, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter enters your office or classroom, try to remain calm, call 911 if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually, the location of a caller can be determined without speaking. If the shooter leaves the area, proceed immediately to a safer place. DO NOT TOUCH anything that was in the area of the shooter, such as bullet casings or discarded bags or containers.
- No matter what the circumstances, if you decide to flee during an active shooter situation, make sure you have a plan and escape route in mind. DO NOT attempt to carry anything in your hands while fleeing. Move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter. DO NOT try to move any injured people; leave them where they are and notify authorities of their location as soon as possible. If the shooter is outside the building, DO NOT attempt to leave the building until told it is safe to do so by police.

What to Expect from Responding Police Officers

- Police officers responding to an active shooter are trained to proceed immediately to the area where the shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first responding officers will form a contact team of four (4); they will possibly be from different agencies and dressed in different uniforms. They may even be in civilian clothes and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.
- Regardless of how they appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages that you are carrying and **keep your hands visible at all times**; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured victims; rescue teams composed of other officers and emergency medical personnel will follow the first team into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene. **Police will usually not let anyone leave until the situation is under control**

and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.