An active shooter situation is dynamic and evolves rapidly. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. Be aware that there could be more than one shooter involved in the situation.

**If an active shooter is outside your building:**

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights.
2. If possible, get down on the floor and ensure that no one is visible from outside the room.
3. Call University Police at 9-1-1 or x44444 from a campus landline telephone or at 303-724-4444 from a cell phone and calmly advise the dispatcher of the events and inform him/her of your location.
4. Remain in place until the police, or a campus administrator known to you, gives the “all clear”.

**If an active shooter is in the same building**:

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors, turn off all lights and get down on the floor.
2. OR, if you can do so safely, exit the building.

**If an active shooter enters your office or classroom**:

1. Try to remain calm and call University Police at 9-1-1 or x44444 from a campus landline telephone or at 303-724-4444 from a cell phone, if possible, and alert police to the shooter’s location.
2. If you can’t speak, leave the landline open so the dispatcher can listen to what is taking place. Normally, the location of a 9-1-1 call on a campus landline phone can be determined without speaking.
3. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort after all other options have been exhausted.
4. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing.  Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.