

# Intruder/Active Shooter Emergency Action Plan

Rev A January 2026

## 1. Purpose

To establish guidelines for the safe response church attendees and church school occupants in the event of a hostile intruder.

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## 2. Scope

This plan applies to all church members, students, staff, volunteers, and visitors present during worship services, regular church or church school activities, or special events.

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## 3. Guidelines

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following FBI recommended procedures should be followed:

### Run

1. Be aware of alternate exits.
2. Quickly and cautiously evacuate in a direction away from the attacker.
3. Don't hesitate. Seconds matter.
4. Remember windows and emergency exits.
5. Leave belongings behind. Keep empty hands raised and clearly visible.
6. Follow all instructions from the police.
7. Don't stop until you are sure you have reached a safe location.
8. Call 911 only when it is safe to do so.

Never leave children unattended and DO NOT attempt to run from an intruder or active shooter if there are young children in your care.

### Hide

1. If there is no safe escape route, find a good hiding place.
  2. Make it hard for the attacker to see you and get to you.
  3. Lock and barricade the doors and windows.
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4. Try to stay calm and be as quiet as possible.
5. Silence cell phones.
6. Prepare to defend yourself if required.

### **Fight**

1. Fight only as a last resort.
  2. Use available objects as improvised weapons.
  3. Use teamwork and surprise. A coordinated ambush can incapacitate an attacker.
  4. You are fighting for your life. Don't fight fair!
- Once law enforcement arrives, obey all commands.
  - If you are locked in a room, do not leave until you have received a church-wide message that the intruder/active shooter has been removed and all is clear.
  - If there is an intruder/active shooter incident at the church, please do not contact parents individually. Preschool and church administrators will issue a single message to all parents and affected people immediately.