## Policy:

In the event of an active shooter in your mall, or in an area near your store, the primary concern is for the safety of all associates and customers. The below information is to be used as a guide when determining how to react if you believe there is an active shooter in the area.

**Procedure:**

**Preparation:**

* Know the emergency evacuation procedures including a designated assembly point.
* Be able to identify all exits, closets, back rooms, rest rooms, etc.
* Know where first aid kit(s) are located.

**During the Incident:**

* Assess your surroundings: Take note of what is happening around you.
* React: Remember the three Es:
* **Evacuate:** Get to a safe location if it is possible to move about undetected
* **Evade**: Find a place to hide; block the door, silence cell phone and radio, stay out of sight.
* **Engage:** Fight for your life
* Get Help: call the police as soon as you are in a safe place; provide as many details as possible; # of assailants, physical description, do you know the assailant? Type of weapon, specific location, etc.?
* If safe to do so, lock all doors and then retreat and stay away from doors and windows.
* If you were unable to get out, stay where you are until emergency responders come to your store.
* Call the police to inform where you are and how many people are with you.
* Gather your first aid kit(s) and have them with you.
* Listen for and respond to all announcements, warnings and communications.
* Write down any observations; what you saw, what you heard, etc.
* When the police arrive, their immediate responsibility will be to locate and identify the shooter.
* For your safety, stay where you are and do not reach out to them.
* Remain where you are until instructed otherwise.
* Stay low with your hands open and in plain view.

**After the incident**:

* Contact your District Manager, who will also inform the Home Office team.
* Complete an incident report and submit to your DM and Home Office team.
* Do not speak to the press. Refer all inquiries to your DM.