

Emergency Action Plan: Active Shooter (Pending Review)

North Lakes Recreation Center

Concerns:

Due to the layout of North Lakes Recreation Center

- The front desk attendants are fully visible upon entry, exposed without a barrier, and are barricaded behind the desk with no path to escape.
- Our panic button needs to be tested.
- This plan needs to be evaluated by law enforcement.
- We need practical training with a walk-through.
- We need a post-incident action plan.

Front Desk Attendants -HIDE

1. Duck under the desk.
2. Call 911 from your cell phone immediately.

Office Personnel - HIDE

1. Lock the door.
2. Barricade the door.
3. Hide from window visibility.
4. Call 911.

Basketball Gymnasium/ Group Exercise Instructors - RUN

1. Get yourself and your participants to the exit through the black double doors that lead outside the building.
2. Call 911.

Cardio Room – HIDE, RUN

1. Hide behind a machine.
2. Run out of the front door if/ when you feel it is safe.
3. Hide in the laundry room.
4. Call 911.

Weight Room – RUN, HIDE

1. Get yourself and weight room users out through the glass exit doors.
2. Hide behind cable-cross over and smith machine. Duck from mirror visibility.
3. Call 911.

Back Hallway – RUN, HIDE

1. Run if reasonable through the exit doors at each end of the hallway.
2. Hide in one of the multipurpose meeting rooms, lock the door behind you, barricade the door, and hide from window visibility.
3. Call 911.

Multipurpose Rooms – HIDE

1. Lock the door.
2. Barricade the door.
3. Hide yourself and patrons from window visibility.
4. Call 911.
5. Multipurpose Room C – if you can safely get all patrons to run out of the hallway exit door, do so.

DONTS (If Possible)

- Don't hide in the restroom
- Don't hide in the storage room