



POLICY TITLE:

Active Shooter Emergency Plan Policy

APPLIES TO:

This policy applies to all staff, faculty and students including local/regional agencies

ADMINISTRATIVE AUTHORITY:

University Police Department

APPROVED BY:

President Koffi. C. Akakpo,

EFFECTIVE DATE:

September 26, 2025

EXPIRATION DATE:

Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

Kentucky State University instated an Active Shooter Emergency Plan to give students, staff and faculty a short and simple response to an emergency situation. This policy governs the unit responsible for the safety of the campus environment. However, all persons should actively ensure a safe campus environment and report suspicious activity to the campus police or 911 immediately.

DEFINITIONS:

Active Shooter - is a person who is actively attempting to harm or kill others in a public place, often using a firearm, and continuing to do so while law enforcement or civilians are still responding

PROCESS:

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

OPTION 1- RUN

- Attempt to exit the building immediately. Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible. Notify anyone you may encounter to exit the building immediately.
- Report to an area that is a safe distance away from the location of the threat. Generally, this will be an area established in an emergency plan by each building head, approved by KYSU Police Department and Security
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call the KSU Police Department at 502.597.6878 dial 911, or active a Blue Emergency Phone when you are safe.

OPTION 2- HIDE

- Hide in an area out of the shooter's view.
- Go to the nearest room or office.
- Lock the door or block the entry to your hiding place. Do not answer or unlock the door.
- Silence your cell phone (including vibrate mode) and dim the lights on the phone. Keep quiet and act as if no one is in the room.
- Text the KSU Police Department at 502.545.7370 or use the [KSU Bred Alerts](#)

OPTION 3- FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions...your life will depend on it.

REFERENCES AND RELATED MATERIALS:

<https://www.kysu.edu/student-affairs/police/>

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Police	(502) 597-7370	Rahsaan.Berry@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Chief Rahsaan Berry