

This film gives advice about what to do in the event of a firearms attack, either in your workplace or elsewhere. You should see this as an opportunity to plan how you would respond to such a threat and stay safe.

If you hear gunshots, the best option is to evacuate but only do so if it won't put you in greater danger.

First, consider your route.

Act quickly and quietly, leaving your belongings behind.

Insist others come with you, but don't let their indecision slow you down.

Once you've identified a safe route, run.

Consider your route as you leave:

- Will it place you in the line of fire?
- Is it safer to wait for the attacker to move away before you continue?
- If you can't move to safety, hide.

When finding a hiding place, consider your exits and escape routes. Avoid dead ends and bottlenecks.

- Try to find places with reinforced walls
- Try to lock yourself in a room and move away from the door.
- Be as quiet as possible.
- Switch your mobile phone to silent, and switch off vibrate.
- Don't shout for help or do anything that will give away your hiding place.

The best hiding place with protection from gunfire, will have a substantial physical barrier between you and the attacker.

- If you're able to evacuate, get as far away from the danger area as possible.
- Try to stop others from entering, but only if this won't put you in danger

Call the police.

Dial 999 and tell them clearly, the location of you and the attackers, descriptions of the attackers, their clothing and weapons, information about casualties and building access.

Include anything else you think is important.

When the police arrive, they will be armed.

- They may be dressed differently, depending on their function.
- Their first task will be to deal with the immediate threat to prevent further casualties.
- This may take a long time.
- The police may be unable to distinguish you from the attacker.
- They may treat you firmly.
- Do everything they tell you to do.
- Don't make any sudden movements or gestures that may be perceived as a threat.
- Stay calm, don't shout or wave.
- Keep your hands visible at all times so they can see you are unarmed.
- The armed police may ask for details about the building, the attackers, hostages, and casualties.

Only once it is safe to do so will you be evacuated to safety.

Having a plan will help you stay safe and could save your life.