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| <b>Procedure:</b><br>Active Shooter | <b>Last Update:</b><br>June 2013 |
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**References:** Security and Safety Committee Policy, Threat Report

**Purpose:** To implement safety practices regarding response to an active shooter.

**Procedure:** Active Shooter

A. Situation

1. An “active shooter” is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.
2. Active shooter situations are unpredictable, evolve quickly and are often over within 10 to 15 minutes, or possibly before law enforcement arrives on the scene.
3. Because active shooter situations are unpredictable and evolve quickly, individuals must be prepared.
  - a. Employees should be familiar with escape paths in the buildings worked in and visited.
  - b. Employees should be familiar with offices/rooms that lock from the inside

B. Response to Active Shooter Situations

Quickly determine the most reasonable way to protect your own life. Remember that visitors and clients are likely to follow the lead of employees during an active shooter situation.

1. Evacuation
  - a. If there is an accessible escape path, attempt to evacuate the premises. Evacuate regardless of whether others agree to follow.
  - b. Leave personal belongings/office equipment behind
  - c. Help others escape, if possible. However, do not attempt to move wounded people.
  - d. Prevent individuals from entering an area where the active shooter may be
  - e. Keep your hands visible
  - f. Follow the instructions of law enforcement officials or proceed in the direction from which law enforcement is entering the area.
  - g. Call 911 when you are safe
2. Hide Out
  - a. If evacuation is not possible, find a place to hide. The hiding place should:
    - Be out of the active shooter’s view
    - Provide protection if shots are fired in your direction
    - Not trap you or restrict your options for movement

- b. To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture
  - c. If the active shooter is nearby:
    - Lock the door
    - Hide behind large items
    - Turn off any source of noise. Silence your cell phone and/or pager
    - Remain quiet
  - d. Call 911, if possible, to alert law enforcement to the active shooter's location
3. If evacuation and hiding out are not possible:
    - Remain calm
    - Call 911, if possible, to alert law enforcement to the active shooter's location
    - If you cannot speak, leave the line open and allow the dispatcher to listen
  4. Take Action  
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her
    - Throwing items or improvising weapons
    - Yelling
    - Committing to your actions

#### C. Arrival of Law Enforcement

1. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
2. The first law enforcement personnel to arrive at the scene will most likely not stop to help injured persons. Expect rescue teams comprised of additional law enforcement personnel and emergency medical personnel to follow. These rescue teams will treat and remove any injured persons. They may call upon able-bodied individuals to assist in removing the wounded from the premises.
3. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Do not attempt to re-enter the building until authorization has been given by law enforcement.

#### D. How to Respond When Law Enforcement Arrives

1. Law enforcement's purpose is to stop the active shooter as soon as possible. They will proceed directly to the area in which the last shots were heard. They may also shout commands and may push individuals to the ground for their safety. You should:
  - a. Remain calm
    - Avoid making quick movements toward law enforcement such as attempting to hold on to them for safety
    - Avoid pointing, screaming and/or yelling
  - b. Follow law enforcement instructions

- c. Keep hands visible to law enforcement at all times
    - Put down any items in your hands
    - Raise your hands and spread your fingers
  - d. Do not stop to ask law enforcement for help or direction when evacuating. Proceed in the direction from which law enforcement is entering the area.
- E. Information to Provide To Law Enforcement or 911 Operator
- Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location