

<b>Title: Active Threat Policy / SOG</b>	<b>Effective:</b>
	<b>Revised:</b>
<b>Approved By:</b>	<b>Page 1 of 4</b>

**Entity:**

**I. OBJECTIVE:** To assist employees in responding to an Active Threat event.

**II. DEFINITIONS:**

A. Active Threat - An **Active Threat** is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, Active Threats use firearm(s) and there is no pattern or method to their selection of victims.

**III. POLICY:**

In order to preserve life and address the reality of an Active Threat event, these guidelines have been established to guide our response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

**IV. PROCEDURES:**

A. The intent of most Active Threats is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of "identifying and neutralizing the threat" in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

B. Upon discovery of an Active Threat situation, **as soon as possible** notify the PBX operator. The PBX operator will then notify law enforcement (**911**) and provide overhead announcement of an "Active Threat" and the location of the threat three times. All personnel should be trained to avoid the area of the threat and keep others from entering the area.

1. The phone call to 911 (from the area where they are safely concealed) should provide the following information:

- a. Your name, the name of your facility, and the address.
- b. Identify your situation (Active Threat)
- c. Description of suspect and possible location.
- d. Number and types of weapons.

- e. Suspect's direction of travel.
  - f. Location and condition of any victims
- C. Safety & Security Officers and/or the Administrator/Person in Charge will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.
- D. **Response:**

**Run** - If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the Active Threat may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Hide** - If evacuation is not possible, find a place to hide where the Active Threat is less likely to cross your path

- Direct personnel into resident rooms or other adjacent rooms, close the door and attempt to barricade the door.

Your hiding place should:

- Be out of the Active Threat's view
- Provide protection if shots are fired in your direction (i.e., locating into a resident bathroom and locking the door, stay as low to floor as possible and remain quiet and still)

To prevent an Active Threat from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the Active Threat is nearby:

Lock the door

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- Remain calm
- Dial 911, if possible, to alert police to the Active Threat's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to:

- Disrupt and/or incapacitate the Active Threat by any means necessary
- Act as aggressively as possible against him/her
- Throw items (chairs) and improvise weapons
- Yelling
- Act in unison with others around you to overwhelm the actor
- **Commit** to your actions

E. An "all clear" Active Threat will be announced three times overhead when the situation has been addressed and the scene is declared safe by law enforcement officials.

F. **Recovery:**

**Share Information with Employees** - The health and wellbeing of our residents and employees is critical. As soon as possible after law enforcement has relinquished Command and Control of the scene, the facility administrator and social worker will develop information strategies to address resident, employee, and family questions related to the event.

Initially, the site of a violent incident will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-hazardous substances including blood borne pathogens must take place, yet must be sensitive, compassionate, and caring for the deceased. The bio-hazards remediation company that will provide response services is:

**(LIST NAME< ADDRESS>PHONE)**

**Buffer those Affected from Post-Event Stresses** - Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Assistance with employee benefits and other administrative issues can reduce the burden on victims and families. The administrator or a corporate representative will be designated as the Public Information Officer who is authorized to speak on behalf of the facility to the media.

**Bring in Crisis Response Professionals** - Before an incident ever occurs, the planning group will identify trained mental health professionals in the agency's <**Employee Assistance Program (LIST NAME< ADDRESS>PHONE)**> who would be available to respond in the event of an incident. When an incident occurs, these emergency mental health consultants will as soon as possible, provide any necessary physical, emotional and psychological support.

\*\*The above policy provided by SETRAC is a suggestive outline for a policy/SOG involving an Active Threat situation. This policy must be reviewed and modified by each individual facility and adopted by their legal signature.