

## ANNEX 4: ACTIVE SHOOTER

### General Information

An Active Shooter is an individual or multiple individuals actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and choose their victims at random with the objective of killing as many people as possible.

Active shooter situations are unpredictable and evolve quickly. The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10-15 minutes. Before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 AS SOON AS POSSIBLE/WHEN IT IS SAFE TO DO SO!**



## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students, faculty, staff, and visitors on campus are likely to follow the lead of employees and managers during an active shooter situation.

### RUN

If there is an accessible escape path, attempt to evacuate the building. 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 shooter may be.
- Keep your hands visible.
- Follow law enforcement instructions.
- DO NOT stop the officer and ask for assistance, other emergency personnel following on will assist you.
- Do not attempt to move wounded people.
- Call 911 when you are safe.
- Provide the police with the location, number and description of shooter(s).

### HIDE/LOCK

If the option to run is not possible, find a place to hide and lock yourself in place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you restrict your options for movement.
- Lock and barricade the doors by moving heavy objects, such as desks or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial (desks, file cabinets, or concrete pillars etc.).
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Develop a plan to go on the offensive in the event the shooter attempts to gain access.

## **FIGHT**

Take-offensive action against the active shooter. As a last resort, and only when your life is in imminent danger,

- DO NOT be afraid to fight!!!
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers, or other heavy objects.
- Use numbers to overwhelm the attacker. There is strength when you work together.
- Fight for your life!
- Fight fiercely, violently, dirty, until the shooter is no longer considered a threat!
- Survive by any means necessary.

## **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with assault rifles, shotguns, and handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands and may push individuals to the ground for their safety.

The first law enforcement officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

1. Remain calm and follow the officer's instructions.
  - a. Put down any items you may have had in your hands. (i.e., bags, jackets, improvised weapons).
2. Immediately raise your hands and spread your fingers.
  - a. Keep your hands visible at all times.
3. Avoid making quick movements toward officers such as holding on to them for safety.
4. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

1. Location of the active shooter.
2. Number of shooters, if more than one.
3. Physical description of shooter(s).
4. Number and type of weapons held by the shooter(s).

5. Number of potential victims at the location.

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 until law enforcement authorities have instructed you to do so. \***

## 30 Minute/3 Hour/3 Day Response

### Active Shooter OFF-CAMPUS

#### 30-Minute Response

- Activate LOCKDOWN Procedures and Emergency Alert Messaging to Campus Community.
- Remain Calm.
- HIDE/LOCK/BARRICADE yourselves in interior rooms.
- Turn out lights, silence your cell phones, stay away from windows.
- Stay as quiet as possible.
- Identify weapons within your barricaded area.
- Wait for further instructions.
- **Dial 911 if you see/hear the shooter or sense an immediate threat or danger.**

#### Faculty Members

- Take command of your classroom/students.
- Follow lockdown procedures until advised otherwise.
- Assist individuals with special needs at your discretion.
- Keep students/guests as calm and as quiet as possible.
- Keep in mind escape strategies, if the shooter enters the building.
- Develop plan to go on offensive, if shooter enters the building.
- Account for all people in your lockdown area.
- Report status to designated personnel.

#### Staff Members

- Follow lockdown procedures until advised otherwise.
- Keep calm and as quiet as possible.
- Help others into your lockdown area.
- Account for all people in your lockdown area.
- Keep in mind escape strategies, if the shooter enters the building.
- Develop plan to go on offensive, if shooter enters the building.
- Report status to designated personnel.

## **Executive Director of Operations/Director of Crisis and Emergency Management**

- Follow lockdown procedures until advised otherwise.
- Ensure Building(s) have effectively been placed in LOCKDOWN STATUS.
- Ensure Emergency Alert Messaging has been sent.
- Activate First Alert Text to Emergency Management Team.
- Depending on circumstances, consider relocating EMT to Emergency Operation Center.
- Pay attention to media stations for information.
- Monitor video surveillance system.

## **3-Hour Response (Stabilization)**

- Continue to follow Lockdown Procedures until advised otherwise.
- Continue to monitor situation on media channels.
- Personnel and student accountability check.
- On-Going Communications with the Campus Community.
- Consider cancelling Academic Plan at one or both buildings.
- If/when situation has been resolved, lift the lockdown status.
- Consider Activating Logistics Chief.
- Mass Feeding & Hydration
- Restroom Utilization
- Escorted movements

## **3-Day Response (Recovery)**

In general, the threat has been neutralized within the first 15 minutes of the incident occurring. From the moment the situation has been resolved, we move into the recovery phase of the emergency. Depending on the magnitude of the incident will depend on the level of recovery necessary for the campuses.

- Consider conversation with Academic Affairs Unit in the event classes were cancelled or postponed.
- Consider Emotional, Mental, Psychological recovery efforts;
- Recognize pre-existing trauma for some campus community members.
- Recognize staff, faculty, and students have connections outside of institutional buildings.
- Recognize some staff, faculty, and students will consider this event a crisis and will require professional counseling services.
- Work with Human Resources on bringing in professional counselors to help those recover from post-traumatic stress as a result of the incident.

- Consider setting up a Critical Incident Stress Debriefing for the Emergency Management Team and/or for those affected by the incident.
- Expect faculty and staff members to call in sick for the next several days.
- Expect students to not show up for classes for the next several days.
- Return to "business as usual" as swiftly as possible.

## 30 Minute/3 Hour/3 Day Response

### Active Shooter **ON-CAMPUS**

#### 30-Minute Response

- Follow RUN/HIDE/FIGHT Procedures
  - RUN: Gain time and distance between you and the shooter. Seek shelter elsewhere.
  - HIDE: When unable to run or escape, find a safe place to hide and lockdown.
  - FIGHT: As a last resort, fight for your life!
- Dial 911 (The sooner law enforcement is contacted the faster the threat will be neutralized, and the more lives will be saved.)

#### **Faculty**

- Teachers/Professors automatically assume the role of leadership among the students.
- Respond swiftly & confidently.
- Be the Leader of the RUN/HIDE/FIGHT response.
- Don't force unwilling people to follow, they will only slow you down.
- Assist individuals with special needs at your discretion.
- Once in a safe place, stay there.
  - Render aid to the injured
  - Prepare to protect yourselves
  - Remain calm, keep others calm

#### **Staff Member**

- Be the Leader of the RUN/HIDE/FIGHT response.
- Don't force unwilling people to follow, they will only slow you down.
- Once in a safe place, stay there.
  - Render aid to the injured
  - Prepare to protect yourselves
  - Remain calm, keep others calm

#### **Executive Level Personnel/Director of Crisis and Emergency Management**

- Be the Leader of the RUN/HIDE/FIGHT response.
- Don't force unwilling people to follow, they will only slow you down.



- Once in a safe place, stay there;
  - Render aid to the injured
  - Prepare to protect yourselves
  - Remain calm, keep others calm
  - Send 1<sup>st</sup> Alert Notification via email to Emergency Management Team
  - Lockdown other campus site

### **3-Hour Response: (Stabilization)**

In general, the threat has been neutralized within the first 15-20 minutes of the incident first occurring. From the moment the situation has been resolved, we move into the recovery phase of the emergency. Depending on the magnitude of the incident will depend on the level of recovery necessary for the campuses.

- Faculty/Staff/Executive Leadership
- Continue to follow Lockdown Procedures until advised otherwise.
- Continue to monitor situation on media channels/stations.
- Accounting of all individuals at designated assembly points to determine if anyone is missing or potentially injured.
- Search buildings for missing or potentially injured persons.
- Advise UM-Missoula President, OCHE. Request mutual aid support.
- Deliver on-going communications with the campus community members.
- Cancel academic classes at one or both buildings.
- Activate the Incident Command System & Emergency Management Response Team.
- Designate an Incident Command Post.
- Designate/Activate the Emergency Operation Center.
- Assign Incident Commander/Emergency Manager.
- Assign All Section Chiefs.
- Assist Law Enforcement/Emergency Medical Services as able.
- Follow Law Enforcement/Emergency Medical Services direction.
- Activate Emergency Support Functions as necessary (Mass Care, Human Services, Medical, Counseling etc.).
- Establish Operational Period.
- Compose Emergency Action Plan that defines goals and objectives to be accomplished within the current operational period and beyond.
- Law Enforcement will be interested in Video Surveillance System.

### **3-Day Response (Recovery)**

- Coordinate with Academic Affairs Unit as a result of a mass casualty incident.
- Coordinate counseling services for students separately from faculty/staff.
- Coordinate Critical Incident Stress Debriefing for Emergency Management Team.
- Activated Emergency Support Functions as necessary.
- Planning of Mass Casualty Vigil.
- Request mutual aid from affiliate campuses &/or UM-Missoula.
- On-going communication with our community members, greater Helena community, and media.
- Outreach to victim's family.
- Ongoing cooperation with law enforcement investigation, video recordings, interviews, crime scene processing.