



Sinclair Police Department



CAMPUS SAFETY RESPONDING TO AN ACTIVE SHOOTER

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TO: ALL FACULTY, STAFF AND STUDENTS

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SUBJECT: EMERGENCY ACTION PLAN – ACTIVE SHOOTER

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice, while displaying no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals. It is the intention of this document to provide insight into what students, faculty and staff who find themselves involved in an active shooter scenario, may expect from responding law enforcement officials.

How you respond to an active shooter situation will be formulated upon several dynamic and personal limitations. Always keep in mind that there may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and all instructions which you may hear from law enforcement from a myriad of avenues.

In the event that an active shooter enters your classroom or office, immediately call the Sinclair Police Department at 512-2700 or dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: Remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered, ask that it be laid down, do not invade their personal space (3-6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

In the event that the shooter is in the same building as you, determine if your room can be locked and if so, lock the door. If you cannot lock the door, ascertain if you can safely move to a room which can be locked, keeping in mind that a lock down procedure may already be in place. If you can safely exit the building without being seen, then do so, following the dictates of the highlighted paragraph below. If you have successfully locked yourself in, cover any windows which may allow for sight into your room. If possible, call the Sinclair police or 911, relaying pertinent information. Close window curtains, turn off lights and radios, be quiet and DO NOT activate any fire alarms. Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot. Again, pay attention to the highlighted paragraph if you opt to flee.

If the shooter is on the campus and is not near your location, run away from the threat as fast as possible, warning others as you go, in a direction away from the shooter and as described in the highlighted paragraph. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call the Sinclair Police at 512-2700 or 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Listen for announcements made over the Sinclair Emergency Broadcast System. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

Regardless of the situation, if you decide to flee during an Active Shooter incident, make certain that you have an escape plan in mind and that you have considered your route of escape as well. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooters eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

WHAT TO EXPECT FROM RESPONDING LAW ENFORCEMENT OFFICERS

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. It is the purpose of the law enforcement officers to stop the shooting as quickly as possible and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than Sinclair Police Department. They may have shotguns and or rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep you hands in plain view and drop any items which you may be carrying. Do not question the officer's authority. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.