**1 – Active Shooter Threat Annex**

**Purpose:** The purpose of this annex will outline how the college will respond to an active shooter situation at the college.

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, 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 Sinclair Police, students, faculty and staff should do when they find themselves involved in an active shooter scenario.

In order to prepare for these situations, the Sinclair Police created an Active Shooter training video entitled “See Something, Say Something – Your Options During an Active Shooter Incident” and placed it on Sinclair’s intranet. This video clearly outlines the four options available to non-law enforcement personnel. You can:

1. Run – This is an option when the shooter is not near you.
2. Call – Sinclair Police at 512-2700
3. Hide – This is an option when the shooter is in the same building as you.
4. Fight – This is an option if the shooter is in the same room as you.

The details of these options are explained in Sections A, B, and C below.

Faculty, staff and students are also made aware of the Lockdown Procedure via the placard on classroom and office doors. The Lockdown announcement is by Emergency Broadcast System from the Police Dispatch Center and NIXLE text messaging system. The Lockdown Procedure is fully explained in the Deny Access (Lockdown) Functional Annex.

**Instructions to non-law enforcement personnel** - 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 including notifications coming over the public address system that may be notifying you of the shooter’s location.

A. **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 next 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 simply dial extension 2700 or 911 from a Sinclair land line phone) offering your location, the number of persons in your room, and any relevant information. Dialing 911 from your cell phone may delay a police response as the call will go outside the Sinclair network to the Regional Dispatch Center (RDC). 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 shooter’s 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. For further details on evacuation procedures, see the Evacuation Functional Annex.

B. **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 paragraph above. If you have successfully locked yourself in, cover any windows which may allow for sight into your room. If possible, call the Sinclair police at 512-2700 (or simply dial extension 2700 or 911 from a Sinclair land line phone), relaying pertinent information. Dialing 911 from your cell phone may delay a police response as the call will go outside the Sinclair network to the RDC. Close window curtains, turn off lights and radios, be quiet and DO NOT activate any fire alarms. Again, pay attention to the paragraph above if you opt to flee.

C. **In the event that an active shooter enters your classroom or office**, immediately call the Sinclair Police Department at 512-2700 (or simply dial extension 2700 or 911 from a Sinclair land line phone). Dialing 911 from your cell phone may delay a police response as the call will go outside the Sinclair network to the RDC. 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). 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. Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed. However, if other options have failed, you should attempt to incapacitate the shooter with as much aggression as possible. Attempt to improvise weapons (belts, purses, heavy books) to attack the shooter.

**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 may have body armor on the exterior of their uniform. They may be wearing helmets and carrying ballistic shields, shotguns, or rifles. They may be from police departments other than Sinclair Police and there may be paramedics from the fire department’s Rescue Task Force. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands high in the air 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.

Media relations will be handled by the Public Affairs Director as outlined in the Public Affairs Unit Plan in the Functional Annex Section of Sinclair College’s complete Emergency Management Plan.

Mental Health Assistance will be rendered to affected personnel as outlined the Recovery Functional Annex and the Behavioral Interventions Team Unit Plan also located in the Functional Annex of Sinclair College’s complete Emergency Management Plan.

Medical attention will be rendered according to the Public Health/Medical Functional Annex.

Instructions to Sinclair Police when responding to Active Shooter Situations: Sinclair Police Officers will respond to active shooter situations as outlined in the “Active Shooter Response” in the Police Department’s Forms and Procedures Section of the Police Policy Manual.

For quick action steps for this hazard, the Incident Commander should follow the information outlined on pages 15-17 of the “Incident Commander Action Steps” located in Section 3 of Sinclair College’s complete Emergency Management Plan.

Events covered in this threat annex may require detailed procedures involving evacuation, accounting for all persons, communication and notification, medical care, security and recovery to follow when normal college operations are disrupted. The functional annexes that are contained in Sinclair College’s complete Emergency Management Plan contain the necessary details as outlined below:

1. For details of the evacuation procedure, see the Evacuation Functional Annex of this Manual.
2. In each of the hazards listed above, after there has been sufficient time to move to appropriate shelter areas, it will be necessary to account for persons displaced from their original locations. For details of this process, see the Accounting for All Persons Functional Annex of this Manual.
3. For details of communication about this event and for notifications procedures, see the Communications and Notification Functional Annex of this Manual.
4. Should college operations be disrupted in a significant manner as a result of these events, see the Continuity of Operations Functional Annex of this Manual.
5. Procedures for handling injuries to persons are addressed in Public Health/Medical Functional Annex of this manual.
6. For details of security procedures, see the Security Functional Annex of this Manual.
7. For details of the recovery procedures necessary for these events, see the Recovery Functional Annex of this Manual.