

## Annex D - Active Shooter

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### Purpose

The purpose of the Active Shooter Annex is to provide a response guideline for BHCC staff, faculty, students, and visitors. For the purposes of this Annex, an Active Shooter is defined as one or more persons armed (typically with a firearm, but not exclusively so) who is currently or is intent on inflicting injuries or fatalities within or in close proximity to the Campus.

The Evacuation Annex, Shelter-In-Place, Mass Casualty, and the Psychological Crisis/Recovery Annexes will also have relevant guidance for active shooter situations.

### Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li><u>MAINTAIN PERSONAL LIFE SAFETY</u> - often this means exit/evacuate the facility if this is possible. If exiting is not possible or safe, hide or shelter in place. Sometimes as a last resort several would-be-victims may need to attack and subdue the Active Shooter.</li> <li>Receive regular Active Shooter awareness training</li> <li>Be vigilant and aware of potential warning signs of an Active Shooter situation. Report aggressive, seriously disgruntled or vindictive behaviors or traits.</li> <li>Notify Campus Police or call 911 if an Active Shooter situation is developing or occurring, if possible.</li> <li>Assist others in exiting the area or hiding (within lockable spaces if possible)</li> <li>Follow direction of law enforcement (if present)</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>Maintain this Active Shooter Annex</li> <li>Schedule and conduct regular exercises and trainings</li> <li>Coordinate Campus Active Shooter activities</li> <li>Operate Emergency Operations Center to support law enforcement, response, and recovery activities, as needed</li> <li>Conduct incident reviews following facility evacuations</li> </ul>
EMT Chair	<ul style="list-style-type: none"> <li>Ensure awareness of the Active Shooter Annex</li> <li>Mobilize the Emergency Operations Center to support law enforcement, response, recovery activities</li> <li>Make the decision to re-open the building once all clear has been provided by first responders</li> <li>Communicate all activities to the College President and Trustees</li> <li>Manage the After Action Report and Improvement</li> </ul>

<p>Public Safety</p>	<p>Plan process following an incident or exercise</p> <ul style="list-style-type: none"> <li>• Maintain the Campus Police Active Shooter Response Procedures</li> <li>• Know and understand all Public Safety operating procedures</li> <li>• Liaison with local first responder agencies on a regular basis to build rapport, enhance responder knowledge of the facility layout and operations, and provide familiarity with BHCC faculty and staff</li> <li>• Coordinate any Active Shooter protocols established by local and State law enforcement with BHCC</li> <li>• Assist state and local law enforcement that are responding to the scene as appropriate and directed</li> <li>• Work with law enforcement to evaluate the threat and determine necessary response (i.e., evacuation, shelter-in-place, etc.)</li> <li>• Maintain perimeter and restrict unauthorized access to the facility and campus</li> <li>• Maintain and monitor camera and CCTV system</li> <li>• Mobilize an Incident Command Post as necessary</li> </ul>
<p>Operations and Logistics</p>	<ul style="list-style-type: none"> <li>• Ensure facility access controls are maintained and are operational as much as practical</li> <li>• Maintain and test all alarm, communications, surveillance, and access systems</li> <li>• Maintain the emergency egress system including signage and lighting</li> <li>• Ensure all egress routes are clear</li> <li>• Maintain and report regular monitoring of all relevant systems</li> <li>• Conduct regular Fire alarm checks</li> <li>• Activate HVAC and/or lock-out system if directed by first responders, Chief of Police, or designee</li> </ul>
<p>Planning and Finance</p>	<ul style="list-style-type: none"> <li>• Faculty should review evacuation and shelter-in-place procedures with students at the beginning of each semester.</li> <li>• Maintain access to rosters of onsite students, staff, faculty, and contractors</li> <li>• Provide additional evacuation support, as needed, to persons with Functional Needs</li> <li>• Organize evacuees at Staging Areas</li> <li>• Relay critical information to students, staff, and faculty</li> <li>• Conduct headcounts and identify any medical needs</li> <li>• Relay headcounts and critical information to Campus Police</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct reporting and review process following a facility evacuation</li> </ul>
Public Information	<ul style="list-style-type: none"> <li>• Coordinate all emergency communication platforms</li> <li>• Implement Area Evacuation Notice from Crisis Communication Plan</li> <li>• Liaise with the media</li> <li>• Implement the EMT communications strategy</li> <li>• Evaluate communications and record for future reference.</li> </ul>

### Scope

The procedure applies to all BHCC faculty, staff, students, and visitors. The Active Shooter Annex provides basic response guidelines if an individual with a **firearm or weapon is observed in the act of (or believed to be about to) attacking** people in or near the facility. It is important to remember that active shooter situations vary greatly. Individual judgment at the scene will dictate the appropriate response as necessary. Protection of human life is the top priority in an active shooter situation for all BHCC faculty, staff, students, and visitors. Also be advised, that **this Annex only applies when an attack has started or is imminent**. When there are individuals acting suspicious in the campus or surrounding area and/or are observed to be armed with a weapon, notify Public Safety at extension 2222.

### Requirements

Faculty and staff must maintain situational awareness and are aware of surroundings and unusual behavior at all times.

Campus Police receive initial active shooter response training and annual refresher training.

### References

The U.S. Department of Homeland Security (DHS) developed guidelines on how to respond for an Active Shooter event. This guidance, titled “*Active Shooter: How to Respond*” (October 2008) is a good reference document and is appended to this Annex.

### Procedures

Active Shooter situations often start and end quickly, frequently before law enforcement can respond, if they are not already onsite. Once the Active Shooter starts his/her attack, preservation of life becomes paramount. It is the goal of BHCC to identify potential Active Shooter situations early through the application of knowledge that many Active Shooter events are not spontaneous, but rather a planned event.

Detection of preparation activities for a potential Active Shooter situation is critical to interceding and disrupting an evolving active shooter threat. This includes all faculty and staff noticing and reporting odd behavior, people conducting surveillance of the Campus, dry run tests of facility security and response methods, and similar activities. Active Shooters can be of any age, ethnicity, religious or social background. They can be male or female, though there are some common traits that have emerged based upon analysis of past attacks. Most attacks occur using a handgun, although rifles and shotguns and other weapons are also used. Over the last decade, more than 90% of Active Shooters were male. Historically, teenagers and persons in their early 20s tend to attack

schools and fellow students, although certainly attackers can be any age from their teen years and into retirement age.

This Annex should be activated if an Active Shooter situation develops (where an attacker enters the facility or the nearby proximity and starts shooting or an attack is imminent). The number one priority in this instance is to protect human life and alert the authorities as soon as possible. Protecting human life often means leaving the facility by any means possible when it is safest to do so. It may also mean that the shelter-in-place approach may be the best option until law enforcement can respond, or until the security of the shelter-in-place location becomes compromised. In some limited instances, and as a last resort, it is acknowledged that it may become necessary to incapacitate/attack the Active Shooter to save lives; but this action may likely place the individual or individuals who engage the active shooter at great personal risk.

<i>Active Shooter Response</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. <u>MAINTAIN YOUR PERSONAL LIFE SAFETY</u>, and TO THE EXTENT YOU CAN, ASSIST THE LIFE SAFETY OF OTHERS</li> <li>2. All faculty and staff should be aware of their surroundings and report and suspicious activity/behavior to Campus Police or Security.</li> <li>3. Run, Hide, Fight                         <ul style="list-style-type: none"> <li>○ If you know location of assailant, consider escaping if a safe route is available.</li> <li>○ If you are not able to leave the facility safely, then you should try to find a safe location to shelter-in-place and hide from the shooter.                                 <ul style="list-style-type: none"> <li>▪ Lock and barricade doors if applicable.</li> <li>▪ Turn off lights and close blinds.</li> <li>▪ Keep out of sight and take adequate cover behind concrete walls, thick desks or file cabinets.</li> <li>▪ Silence cell phones, radios and televisions.</li> </ul> </li> <li>○ Do not leave your classroom/work space until notified via BHCC alert or a building coordinator or BHCC police officer/security</li> <li>○ If you can assist other people nearby without placing yourself in danger, you may do so.</li> <li>○ Contact local law enforcement only if you are able and if it does not cause a direct threat to your life safety.</li> <li>○ If the safety of your shelter-in-place location becomes compromised, evacuate as soon as you can. As a last resort, it may become necessary for your life safety and those around you to attack and neutralize the Active Shooter. If you need to do this, use as much force as possible enlisting the help of others nearby, and any tool, object or device you can as a weapon or as a diversion to distract the attacker.</li> </ul> </li> </ol>	<p><b>All Staff and Faculty</b></p>

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| <ol style="list-style-type: none"> <li>4. When law enforcement arrives on scene and asks people to exit the facility, follow directions for law enforcement personnel, WHICH TYPICALLY INCLUDES RAISING YOUR HANDS ABOVE YOUR HEAD AS YOU EXIT THE AREA SO THEY CAN VERIFY THAT YOU ARE NOT CARRYING A WEAPON. When exiting an area, leave all coats, briefcases, purses, backpacks and other items behind as they may be construed as a possible threat to first responders.</li> <li>5. Once you have exited the facility, clear the area unless otherwise directed</li> </ol> |  |
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## Public Guidance

### Escape if safe to do so.

If you know location of assailant, consider escaping if a safe route is available.

### If unsafe to escape:

- Lock and barricade doors if applicable.
- Turn off lights and close blinds.
- Keep out of sight and take adequate cover behind concrete walls, thick desks or file cabinets.
- Silence cell phones, radios and televisions.
- Do not leave your classroom/work space until notified via BHCC alert or a building coordinator or BHCC police officer/security.

### If an armed intruder comes into your office or classroom:

- If possible, identify an escape route behind you.
- If flight or escape is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed intruder.

## Attachments

- DHS – Active Shooter – [How to Respond Pamphlet](#)
- DHS – Active Shooter – [How to Respond Poster](#)