

## Procedure 2.1.2.7 Administrative: Active Shooter Procedures

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
ACTIVE SHOOTER PROCEDURES**

**PROCEDURE  
2.1.2.7**

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- I. The term "Active Shooter" is used by law enforcement officials to describe a situation where a person participates in a random or systematic shooting spree in a confined or populated area.

In most cases, the Active Shooter uses firearms and there is no pattern or method to the selection of their victims. Active Shooters can include unstable persons, whether they are unknown to the school, or are other students, armed criminals, or in rare cases domestic or international terrorists.

Active Shooters can target a school, university or childcare center. Active Shooters can also target social venues such as sporting events, museums, rail and bus stations, and recreational facilities where students may visit during field trips. As such, staff must be vigilant and aware of their surroundings and understand how to respond should a physical threat occur, whenever and wherever that may happen.

While Active Shooter situations are very rare, staff should be prepared to respond appropriately and effectively if they ever find themselves in such a situation, to protect students and themselves should a physical threat occur. Active Shooter situations are seemingly unpredictable and often evolve quickly. Rarely do individuals simply "snap" and there are signs that staff can be aware of to potentially prevent an attack. This can include suspicious people watching a facility or taking photographs, or strange calls and unusual behavior by students, staff, parents or visitors. You should never feel embarrassed to report this information.

### **II. Hide, Run, Fight**

There are three steps to survival that have been provided nationally in response to the Active Shooter events that have occurred in schools, universities, movie theatres, shopping malls and work places in recent years are Hide, Run or Fight.

The standard lockdown procedure is to remain in a secured classroom, or to find one quickly and go into the lockdown protocol. However, if you are alone or have no other alternative, you should be aware of the other options of evacuating yourself and students to safety, or, as the very last resort, fighting to protect them and yourself.

#### **Hide**

Hide is essentially an extreme version of a routine lockdown procedure and the recommended action to take in a no-warning incident, versus a lockdown that is announced over an intercom. If evacuating is not possible, then you and your students should find a place to hide where the Active Shooter is less likely to find you. You may be at the school or sports field, or you may be on a field trip. Your hiding places should:

- Be out of the Active Shooter's view.
- Provide protection if shots are fired in your direction.

- Be away from doors and windows as bullets can pass through these easily.
- Not trap you, or restrict your options for escape if that is possible.
- To prevent an Active Shooter from entering your hiding place, you should:
  - Lock the door.
  - Blockade the door with heavy furniture.

If the Active Shooter is nearby:

- Lock the door.
- Silence your cell phone or pager.
- Turn off any source of noise, such as radios and televisions.
- Hide behind large items such as cabinets and desks.
- Remain quiet and ask those around you to also remain quiet.

If evacuation and hiding are not possible, then:

- Remain calm.
- Dial 911 if possible in order to alert police to the Active Shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen to what is happening.

### **Run**

Typically, students and staff should only deviate from the practiced lockdown procedure when instructed by law enforcement officers or other first responders that it is safe to do so. However, in an extreme case when there is no other option and the threat is imminent and unavoidable, the situation may dictate that you "run."

If it is safe to do so, you should seek to evacuate the premises, telling your students which route to take, where they should go, and moving them well away from the school to a safe location. You should be sure to:

- Have an escape route and plan in your mind before you start to move.
- Ensure you account for all of the students.
- Leave your belongings behind, telling students to do the same.
- Break windows to escape if you are on the ground floor, clearing away glass and placing mats or clothing over the windowsill to prevent injury.
- Prevent individuals from entering an area where an Active Shooter may present a threat.
- You should warn people to stay away without endangering yourself or your students.
- Keep your hands visible if police officers are outside.
- Follow the instructions of any police officer.
- Make no attempt to move wounded people.
- Call 911 when you are safe.

### **Fight**

As the very last resort, and only when your life or the lives of those around you are in imminent danger, you may decide to attempt to disrupt or incapacitate the Active Shooter by attacking or distracting them. Some options may include:

- Personnel who find themselves in this situation should fully commit to this action.
- Throwing items and improvising weapons such as a chair, a phone, laptop, tablet, stapler, file, book or another easily accessible object.

- Yelling or shouting at the aggressor in order to distract or frighten them.
- Seeking control of the aggressor's hands in order to limit their ability to use a weapon.
- Briefing the students to escape while you are attacking or distracting the Active Shooter.
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