

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY FOR – BCCC

Blue Cliff Career College

PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA).

POLICY:

It is the policy of the College (BCCC) to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives. The school policy is to educate all students regarding the following response plan. The policy of the school is to also authorize on a case by case basis key staff and faculty (trained in hand gun safety) to be legally armed (concealed carry) .

DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the College (BCCC's) grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the loudest, most wide-ranging form of communication available. At BCCC campus we will use our very **LOUD BUT CLEAR VOICES** and we will YELL "Active Shooter". Do not use the fire alarm.
 - Speak in plain language, using the words **ACTIVE SHOOTER**.
 - Location of the incident.
 - Physical description of the shooter(s).
 - Type of weapon (if known).
2. Any employee / student who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.
3. The school has on-site "armed guards" who should also be alerted, quickly and first if you are near one. (They are stationed at the exits)
4. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
 - a. Description of shooter(s) and possible location.
 - b. Number and types of weapons.
 - c. Shooter's direction of travel.
 - d. Location and condition of any victims.
5. If school Campus Directors are on premises and the active shooter is in our part of the building, access to the Ring Cameras should be monitored and access given to the guards and the police.

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY FOR – BCCC

Blue Cliff Career College

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of students, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site. NOTE: It is important to identify a location away from potential danger. BCCC has chosen two sites for a "Pre-arranged Meeting Place". The primary site away shall be the **Circle K** (west) one block on Cottage Hill Road. Should that location be too close to the active Shooter, then students and staff are to meet at the **Target Store entrance at the mall** one block West / South West of the school.

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. **USE COVER** (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. **USE CONCEALMENT** (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

1. Act as aggressively as possible against the shooter.

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY FOR – BCCC

Blue Cliff Career College

2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

1. **Comply with all police instructions.** The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-on emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

UNKNOWN THREATS – NOT KNOWN TO BE ACTIVE SHOOTER EVENTS

Sometimes event happens, like a loud “Bang”, firecracker, backfire of a car or an electrical transformer blows. In these instances, people don’t know if it is a threat or something else.

When in doubt, be safe. If something sounds like it could be an active shooter, everyone should be alert, communicate and not panic or cause injury from a mad push / rush to a door. Decision in the cases are situational and what to do is done on a case by case basis.

Principles to consider:

Cautiously, get everyone in a secure position, possibly in locked rooms.

Someone in charge like a teacher, find out what is going on, cautiously and see if it is danger

When in doubt, lock down. Evacuate far away from the danger when possible / or safe.

Text info to the school number (Details – safe or unsafe status)

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY FOR – BCCC

Blue Cliff Career College

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an "ALL CLEAR" will be given. You may not be allowed back into the school.

1. Medical Assistance:

- a. Ensure first aid is applied as soon as possible, when in a safe area.
- b. Treat severe bleeding and life-threatening wounds first.
- c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
- d. Report all injuries to medical authorities on site as soon as possible.
- e. For non-emergency employee injuries, contact the Urgent Care Facility, Montlimar Drive.

2. Accountability:

- a. If in charge of students, attempt to gain accountability as soon as possible.
- b. Communicate your status and the accountability of your students by Taking roll or head count to determine who is and who is not present, then notify the Director and the Police officials on the scene when they arrive.
- c. Students will be returned to parents in the following manner: Staff will take note of each person leaving with family and report it to the Director and make the information available to the Police officials in case they need it.

3. Counseling:

- a. Following an active shooter event, counseling and support will be provided. The school officials, Director, will connect students & staff with counselors as they are made available by public officials.
- b. Employees and family members can contact the American Red Cross or Catholic Charities or contact the Campus Director for other services

4. OSHA.

In the event there is a fatality or an employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within 8 hours. In the event of a hospitalization, OSHA must be notified within 24 hours. Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.

5. Media.

The district will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

REFERENCES:

US Department of Homeland Security Active Shooter How-To-Respond, October 2008
US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015

ACTIVE SHOOTER EMERGENCY RESPONSE POLICY FOR – BCCC

Blue Cliff Career College

COORDINATION:

This policy has been coordinated with the local organizations:

Local Police: (251) 208-1700

Fire Department: (251) 208-7351

Hospital/emergency responders: **Call: 911**

Mobile Infirmary Hospital: **Phone: (251) 435-2400**

POLICY APPROVAL

Name, Title

Signature

Date