

Responding to a Violent Intruder/Active Shooter in the Workplace

Number: J-11

Revision:

Revision Date: 07/01/2016

1.0 POLICY

Violence, threats of violence or activities that may provoke violence will not be tolerated by the Town of Carolina Beach. Because violent intruder/active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared.

2.0 PURPOSE

The Town is concerned for the security and safety of employees. The Town has established procedures to respond to reports of potential threats, violence or activities that may provoke violence. The Town provides training to educate employees in ways to prevent violence and encourages employees to discuss any concerns about security with supervisors, the Town Manager or the Human Resources Department.

3.0 SCOPE

This policy applies to all employees.

4.0 DEFINITIONS

- 4.1 **Violence** - Physical force employed so as to violate, damage, abuse, injure, or strike in any manner.
- 4.2 **Threat** - An expression or action showing intent to inflict harm. The giving of signs or warnings of violence or the announcement of violence as a possibility.
- 4.3 **Violent Intruder/Active Shooter** - is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is not pattern or method to their selection or victims.

5.0 ORGANIZATIONAL RULES

- 5.1 Active shooter situations are unpredictable and evolve quickly. Typically the immediate deployment of law enforcement is required to stop the shooting and mitigate harm.
- 5.2 Quickly determine the best way to protect yourself and others will follow your lead. Customers are likely to follow the lead of an employee during an emergency.
- 5.3 If there is an accessible escape path, **attempt to evacuate**. Be sure to:
 - A. Know the possible evacuation routes for your building and have an escape plan in mind.
 - B. Always evacuate first if you can. Report to the designated assembly area.
 - C. Listen to determine the direction of the gun fire or disturbance. Move in a different direction from the noise.
 - D. Evacuate as quickly as possible, regardless of whether others agree to follow.
 - E. Help others to escape if possible.
 - F. Do not attempt to move wounded people.
 - G. Leave your belongings behind only taking your cell phone if possible.
 - H. If your work area has a panic button, hit it.

- I. Keep your hands in full view when exiting buildings.
- J. Follow instructions of any law enforcement officers.
- K. Call 911 when you are safe.
- L. Information to provide to 911 include location of shooter, number of shooters, physical description of shooter, type of weapon the shooter is holding, number of potential injured persons at the location.
- 5.3 If evacuation is not possible, **find a place to hide.**
 - A. Hide in an area away from the shooter's view.
 - B. Block entry to your hiding place and lock the doors.
 - C. Barricade the door with a desk or other piece of heavy office furniture or equipment such as a copier, if possible.
 - D. Turn out the lights.
 - E. Silence your cell phone.
 - F. Remain silent.
 - G. If safe, call 911 and indicate your exact location.
- 5.4 As a last resort, and only if and when your life is in imminent danger, **attempt to disrupt and/or incapacitate the active** shooter by:
 - A. Acting as aggressively as possible against the shooter
 - B. Throwing items and improvising weapons
 - C. Yelling
 - D. Committing to your actions
- 5.5 When Law Enforcement arrives on the scene of an incident:
 - A. the initial law enforcement response is to stop the threat. They will by-pass evacuees and injured persons.
 - B. Rescue teams and EMS personnel will follow the initial law enforcement officers.
 - C. Do not attempt to stop officers for help or directions when evacuating.
 - D. Immediately raise your hands with spread fingers and keep your hands visible
 - E. Avoid quick movements towards officers or run towards officers to try and hold onto them for safety.
 - F. Remain calm and follow the officer's instructions. Avoid yelling and screaming.

6.0 PROCEDURES

- 6.1 If an employee feels that his or anyone else's life is in imminent danger, the employee should immediately call 911 and request police assistance (central phone system must dial 9 first).

7.0 APPENDIX, APPENDICES

None