



Active Shooter Policy and Procedure

EFFECTIVE DATE: 07-20-16  
LAST REVISION:

DEPARTMENT: Human Resources  
POLICY NO.

**Statement of Purpose:**

CLTCC abides by all state, federal, and local laws pertaining to active shooter. CLTCC policy prohibits the possession, display or use of firearms in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the active shooter policy will be enforced.

**General:**

The threat and reality of dealing with an Active Shooter both on and off campus continues to be a hazard for our society. These threats, by necessity, require the immediate action of procedures to ensure the safety of our CLTCC community.

**Scope:**

This policy applies to all CLTCC locations. It is the responsibility of all CLTCC personnel to be aware of the content and procedures as listed in this policy.

**Active Shooter-** One or more subjects who participate in a random or systematic shooting rampage, demonstrating their intent to harm or kill others. **If you see any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact 911. If using a campus phone dial 9-911.**

**What is an Active Shooter?**

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. In most cases active shooters use a 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 victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

### **What makes an Active Shooter situation different from a hostage or barricaded subject situation?**

Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community.

Hostage or barricaded subject situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift to Active Shooter situations and vice versa.

### **Guidelines**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 911 as soon as possible.

### **What should I do if I find myself involved in an Active Shooter situation?**

If an active shooter is outside your building or inside the building you are in, you should:

- Remain calm
- Warn other faculty, staff, students and visitors to take immediate shelter
- Go to a room that can be locked or barricaded
- Lock and barricade doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios or other devices that emit sound
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets)
- Silence cell phones
- Have one person call 911 and state: "This is Central Louisiana Technical Community College – Alexandria Campus (give your exact location). "We have an active shooter on campus, gunshots fired."
- An announcement will be broadcast on the available College Paging System and First Call Alert System indicating the threat level and directing you to go into a lockdown mode or evacuation of the building/campus.

### **What additional information will law enforcement be looking for?**

- Description of the offender(s): sex, race, clothing, type of weapon(s), location last seen, direction of travel and identify if known.
- Description of any victims: provide location(s) and number of victims.
- If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.
- If you heard explosions, provide a description and location.

### **What else should I look for?**

- Wait patiently until a uniformed law enforcement officer, or a CLTCC official known to you, provides an "all clear".
- Do not respond to voice commands until you can verify with certainty that they are being issued by a law enforcement officer or CLTCC official; unfamiliar voices may be an active shooter trying to lure you from safety.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

### **What if the Active Shooter comes into the area where I am?**

If an active shooter enters your office, lab or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call **911**, if possible, and provide the information listed in the previous guideline.
- If the active shooter(s) leaves the area, barricade the room or go to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).
- Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
- Call **911** and provide the information listed in the first guideline.

**What should I expect from responding officers?**


The objectives of responding law enforcement officers are:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigate.

Law enforcement officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns.

Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

In case you must flee, do not go to the normal assembly point for your building. Get as far away from the shooting scene as possible, and call **911**.

Approved: <u></u> Chancellor	Date: <u>July 20, 2016</u>
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