

## Active Shooter & External Threat Response Policy

**Policy:** It is the policy of the City of Jamestown to provide an active shooter emergency response plan to alert employees that a shooter appears to be actively engaged in killing or attempting to kill people at the workplace.

### **Definitions:**

**Active Shooter** is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause harm to additional victims and to act as an impediment to police and first responders.

**Lockdown** is a temporary sheltering technique used to limit exposure of building occupants to an imminent hazard or threat. When locking down, building occupants will shelter inside a room and prevent access from the outside.

**Lockout** or restricting access to a facility is different from lockdown and involves ensuring all ingress ways into a particular facility are inaccessible. The intent of lockout is to prevent an outside threat from entering a secure facility. When lockout procedures are activated, it is not necessary for internal doors to be locked and fortified, only for external entranceways.

### **Procedures for Active Shooter:**

1. The first employee to identify an active shooter situation should, as soon as possible, call the police command line (716-483-7522) or dial 911 and announce that there is an active shooter in the building. If known the caller should provide the following information:
  - Location of the active shooter
  - Number of shooters
  - Physical description of shooters
  - Number and type of weapons held by shooters
  - Number of potential victims at the location
2. The command officer, upon notification, will activate the audible alarm signaling an active shooter event and that lockdown procedures are in effect.
3. All employees will respond accordingly to the alarm activation and or verbal notification of an active shooter event.
4. Department employees/supervisors are responsible for assisting all visitors within their area/office.

## Potential responses:

In response to an active shooter event, there will be three potential courses of action: evacuate, hide out, or take action. The following guidelines identify these courses of action.

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises following these recommendations:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave belongings behind
  - Help others escape if possible
  - Prevent individuals from entering an area where the active shooter might be
  - Keep hands visible
  - Follow the instructions of police officers
  - Do not attempt to move wounded people
  - Call 911 when safe
  
2. **Hide Out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:
  - Hide in an area out of the shooter's view
  - Optimal locations have ballistic protection known as "cover" which include thick walls made of steel, cinder block, or brick and mortar; solid doors with locks; and areas with minimal glass and interior windows
  - Lock the door
  - Turn off all lights
  - Silence cell phones and/or pagers
  - Turn off any source of noise (i.e., televisions, radios)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet and motionless
  
3. **Take Action:** If it is not possible to evacuate or hide, and your life is in imminent danger then:
  - Remain Calm
  - Dial 911 if possible to alert the police of the active shooter's location
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the active shooter
  - Use improvised weapons as a means of self-defense

**Law enforcement response:** The first officers on scene will not stop to help the injured. Rescue teams will follow the initial responding officers to assist any victims. When police arrive to respond to the emergency, follow these recommendations:

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid sudden movements toward officers or holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- Provide information to law enforcement

Once you have been evacuated to a safe location you will be held in that area by law enforcement until the situation is rendered safe and all witnesses have been identified and questioned. Do not leave the area until law enforcement have instructed you to do so.

#### **Procedures for External Threat:**

The police department will be notified of any threat and the Shift Commander and or a member of the command staff will make an assessment of the situation. In the event that an external threat or potential threat to the building exists, lockout procedures will be implemented. The following procedures will be followed:

- The Mayor, all Department Heads, court security, and the building maintenance supervisor will be notified by the police department
- Department heads will notify their staff of the lockout
- Building Security will secure all doors preventing entry into the building
- Business will continue as usual with the exception of individuals entering or leaving the building
- All employees and members of the public will be required to remain in the building until permitted to leave by law enforcement

#### **Drills**

Drills will be conducted annually for both lockdown and lockout procedures. Prior notification will be given to all employees before a drill is conducted.