

ACTIVE SHOOTER RESPONSE PROCEDURE



ASU

**ALABAMA STATE
UNIVERSITY**

Department of Public Safety



Violent incidents can occur at or near public institutions, such as universities, with little or no warning. Such incidents may include acts of terrorism, an active shooter, assaults or other incidents of workplace violence. An active shooter is one who has not been contained and whose actions cause serious injury or death.

The Alabama State University Police Department (ASUPD) is adopting nationally accredited law enforcement response procedures to contain and terminate such threats as quickly as possible.

The ASUPD works with local law enforcement agencies to keep campus police officers up-to-date in terms of training. Officers are trained to use the appropriate force to engage threatening individuals and to contain or curtail escalation of threatening activity. The ASUPD also has developed a preliminary perimeter plan to ensure the security of areas in which campus events are held. Current plans involve the use of campus assets to prevent individuals with weapons from entering any event venue. Plans for upcoming events will always be reviewed so that sufficient on-scene resources are available to provide adequate security.

The University's communications' assets will be used to call in additional law enforcement or EMS responders as needed. Traffic and perimeter plans and existing operational orders for events are designed to provide the best and most secure event coverage possible so that the safety of campus guests is assured.

WHAT YOU CAN DO

The following information is intended to help you to **take appropriate protective actions** during incidents that are of an emergent nature (either imminent or in progress). As you follow the instructions, try to remain calm since your actions may influence others.

1

Immediate Action.

Secure the immediate area— whether a classroom, residence hall room, office or restroom.

- ▶ Lock or barricade the door, if possible. Block the door using whatever is available, such as desks, tables, file cabinets, other furniture, etc.
- ▶ After securing the door, stay behind solid objects away from the door as much as possible.
- ▶ If the assailant enters your room and leaves, lock or barricade the door.
- ▶ If safe to do so, allow others to seek refuge with you.

2 Protective Actions.

Take appropriate steps to reduce your vulnerability.

- ▶ Close blinds.
- ▶ Block windows.
- ▶ Turn off radios and computer monitors.
- ▶ Silence cell phones.
- ▶ Place signs in interior doors and windows, but remember the assailant can see these as well.
- ▶ Place signs in exterior windows to identify your location and the location of injured persons.
- ▶ Try to keep others calm and quiet.
- ▶ After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, bookshelves, etc.

3 Open Areas.

If you find yourself in an open area (open ground or hallways), immediately seek protection.

- ▶ Put something between you and the assailant.
- ▶ Consider trying to escape if you know where the assailant is and there appears to be an escape route immediately available to you.
- ▶ If in doubt, find the safest area available and secure it the best way that you can.

4

Call 911.

Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings but stay on the line until it is answered.

Do not hang up. Be prepared to provide the 911 operator with as much information as possible.

- ▶ Describe what is happening.
- ▶ Begin by saying, "I am at (your location.)" Next include the building name and room number.
- ▶ Tell the number of people who are at your specific location.
- ▶ Report injuries, if any, including the number of injured and types of injuries.
- ▶ State your name and other information as requested.
- ▶ Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.

5

What to Report.

Try to note as much as possible about the assailant.

- ▶ Specific location and direction of the assailant(s).
- ▶ Number of assailant(s).
- ▶ Gender, race, and age of the assailant(s).
- ▶ Language or commands used by the assailant(s).
- ▶ Clothing color and style.
- ▶ Physical features, e.g., height, weight, facial hair, glasses, etc.
- ▶ Type of weapons, e.g., handgun, rifle, shotgun or explosives.
- ▶ Description of any backpack or bag.
- ▶ Do you recognize the assailant(s)? Do you know their names?
- ▶ What exactly did you hear, e.g., explosions, gunshots, etc.

6

Treat the Injured.

The 911 operator will notify law enforcement and other emergency service agencies. The fire and rescue departments will respond to the site, but they will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid.

- ▶ For bleeding, apply pressure and elevate. Many items can be used for this purpose, such as clothing, paper towels, feminine hygiene products, newspapers, etc.
- ▶ Reassure those in the area that help will arrive and try to stay quiet and calm.

7

When to Leave.

- ▶ The assailant may not stop until his objectives have been met or until engaged or neutralized by law enforcement.
- ▶ Always consider the risk of exposure by opening the door for any reason.
- ▶ Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- ▶ Be aware that the assailant may bang on the door, yell for help or otherwise attempt to entice you to open the door of a secured area.
- ▶ If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.



LAW ENFORCEMENT RESPONSE

Alabama State University Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember:

1

Help is on the way.

It is important for you to:

- ▶ Remain inside the secured area, as long as it remains safe to do so.
- ▶ Law enforcement will locate, contain and stop the assailant.
- ▶ The safest place for you to be is in a locked/ barricaded room.
- ▶ The assailant may not flee when law enforcement enters the building but instead may target arriving officers.

2 Injured Persons.

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- ▶ You may need to explain this to others to calm them.
- ▶ Once the threat is neutralized, officers will assist EMS with treatment and evacuation of injured and other personnel.

3 Evacuation.

Responding officers will establish safe corridors for persons to evacuate.

- ▶ This may be time consuming.
- ▶ Remain in secured areas until instructed otherwise.
- ▶ You may be instructed to keep your hands on your head.
- ▶ You may be searched.
- ▶ You may be escorted out of the building by law enforcement personnel. Simply follow their directions.
- ▶ After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- ▶ Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Decision Maker(s)

Assistance from local and state law enforcement agencies will be provided. The decision to call in outside supporting agencies, or to close all or a portion of the grounds, will be made by law enforcement command staff. Information will be released to the surrounding campus and community as quickly as possible.

The ASU Police Department will utilize both the mass email system and University broadcast system as soon as possible as a mechanism to provide not only alerts, but also updated information following the issuance of an initial alert.

Subsequent Procedures/Information

Following an active shooter incident, look for directions from law enforcement, first responders, and University staff as to when it is safe to move about. If you were a witness to the incident, make yourself available to law enforcement officers to aid in the investigation. Support services, such as temporary shelter, medical care, and counseling, will be made available for anyone involved in or impacted by the incident.

Overview of Immediate Actions...

1. **Secure** the immediate area.
2. Take appropriate steps to **reduce your vulnerability**.
3. If you find yourself in an open area, immediately **seek protection**.
4. Call **911**.
5. Try to **note** as much as possible about the assailant.
6. Treat the **injured**.
7. **Leave** the secured area only when the assailant has been neutralized by law enforcement.

Learn more by taking the FEMA Emergency Management Institute IS-907 Active Shooter online course at **www.training.fema.gov**.

IS-907 Active Shooter: What You Can Do



In case of emergency, call
334-229-4400 or **911**

For non-emergencies, call
334-229-4717

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