

Oct 15, 2014

Active Shooter Response Policy

Emergency response planning should address a broad range of hazards and threats. The following is an example of an 'Active Shooter Response Policy'. While it outlines best practices for this specific threat, it cannot address all of the possible situations or circumstances that an organization could encounter. All emergency response policies should be tailored to the specific organization and facility that it is intended for.

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Example Policy

In the event of a violent intruder incident, if it is reasonably safe to do so, employees should evacuate the facility immediately to avoid the offender. Once safely evacuated, employees should treat any injuries (as applicable) and call 9-1-1 to report the incident.

If it is not reasonably safe to evacuate the facility, employees should lock themselves in the nearest room and barricade the door in order to lock out and prevent the offender from gaining access. Under no circumstances should employees leave this safe location or allow entry to outside persons until law enforcement or other competent authority indicates that the situation has been resolved and it is safe to come out. Once inside the safe location, personnel should treat any injuries (as applicable) and call 9-1-1 to report the incident.

Preferred safe locations have solid doors which can be locked from the inside, have no interior windows, are equipped with communication devices (i.e. radios, telephones), and have emergency medical equipment inside.

In the event that employees are not able to evacuate the facility or get to a safe location and if their life is in imminent danger, **AS A LAST RESORT ONLY**, employees should take physical action against the offender to defend themselves during the interim before law enforcement can resolve the situation.

Once law enforcement arrives, obey all of their commands. This may involve being detained by law enforcement. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

Post incident, it is recommended that employees undergo counseling to assist them with recovery from the psychological impact of the incident.