

Active Shooter Response



July 7, 2017

Purpose:

To provide guidance in the event an individual is actively shooting at persons in the workplace and to comply with applicable OSHA regulations.

Policy:

It is the policy of RW LaPine Inc. to provide an active shooter emergency response plan to alert employees in the event an active shooter appears to be actively engaged in killing or attempting to kill persons at the workplace.

Active Shooter Profile:

An **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 a firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and develop quickly. Most often the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Procedure:

1. The first employee to identify an active shooter situation on Company premises as soon as possible, should call the Company Office and announce an “active shooter”(with the location of the incident) and a physical description of the person(s) with the weapon, and type of weapon if known.
2. The Office contact(s) should immediately initiate an emergency alert (phone calls, texts, emails, etc.) to all affected employees of the active shooter situation.
3. Any employee who is at a safe location from the active shooter, should contact 911.
4. The phone call to 911 should provide the following information to the police:
 - a. Description of the shooter and possible location.
 - b. Number and types of weapons.
 - c. Shooter’s direction of travel
 - d. Location and condition of any victims.

Potential Responses:

Quickly determine the most reasonable way to protect your own life. In response to an active shooter event, there will be three potential courses of action 1) evacuate, 2) hide-out, 3) self-defense. The following guidelines identify these courses of action.

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 any belongings behind.
- Help others escape if possible.
- Prevent anyone from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Call 911 when safe.

Hide-Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., a room with a closed and locked door, remaining as quiet as possible).
- Not restrict your options for movement.
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To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture if the shooter is nearby.
- Silence your cell phone / pager.
- Turn off any source of noise.
- Hide behind large items (i.e., cabinets, desk).
- Remain quiet and calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Self-Defense

As a very last resort, and only when your life is in imminent danger, attempt to disrupt and / or incapacitate the active shooter by:

- Acting as aggressively as possible against him / her.
- Throwing items and improvising weapons.
- Yelling.
- Commit yourself to defensive physical actions.

Law Enforcement Response

Law enforcement's purpose is to stop the active shooter as soon as possible.

- Officers usually arrive in teams of four.
- Officers may be wearing bulletproof vests, Kevlar helmets, and tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may use pepper spray or tear gas to control the situation.

How to react when law enforcement arrives at an active shooter location:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making quick moves towards officers such as holding on to them for safety.
- Avoid pointing, screaming and / or yelling.
- Do not stop to ask officers questions that may interfere with their objective when evacuating.
- Proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or the 911 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons being used by the shooter(s).
- Number of persons in the affected area(s).

Post-Incident Action

When the police have determined that the active shooter emergency is under control, the Company will communicate that the emergency is over.

Police Investigation

After the police have secured the premises, the Company will arrange to have designated representatives participate in the law enforcement investigation of the incident, including identifying witnesses and providing any requested documents.

Medical Assistance

The Company will designate Management representatives who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical benefit and insurance documentation is provided.

OSHA

In the event there is a fatality or one employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one or more employees for treatment, OSHA must be notified within twenty four (24) hours. If the fatality or injury is work related, the Company may have to record the incident on its OSHA 300 log within seven (7) calendar days.

Media

The Company will designate Management representatives who will respond to any media requests for information. Such representatives will carefully consider the nature of any such requests in order to avoid disclosing information about any person(s) that is confidential and protected by Federal and State privacy and medical information laws and regulations, or that may interfere with any ongoing police or internal Company investigation.