



# Linn State Technical College

## Active Shooter Response Procedures

According to statistics; college campuses generally remain among the safest places in the community; including Linn State Technical College (LSTC). However, emergencies can not be predicted and it is extremely important to be prepared. The response procedures outlined below have been prepared to assist in coping with an “active shooter” on campus. *An active shooter is defined as someone considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.*

### I. HOW TO RESPOND

#### *General*

- Do not pull a fire alarm or respond to one during an active shooter incident.
- Do not attempt to move injured people; instead notify authorities of their location as soon as possible.
- Do not drive off campus until advised it is safe by police or College officials.

#### *Open or Common Area – No Cover:*

- Immediately try to place some object (file cabinet, desk, furniture, tables, etc.) between you and the shooter.

#### *Secure the immediate area. Whether a classroom, residence hall room, office or restroom:*

- Lock or barricade the door, if able. Reinforce it using whatever is available; desks, file cabinets or any other furniture that is available. If door wedges are available; drive them in as hard as possible to secure the door(s).
- After securing the door, stay behind solid objects as far away from the door as possible.
- Block windows.
- Turn off radios, computers phone ringers to eliminate all noise.
- Silence cell phones!
- Place signs in exterior windows to identify your location and that of injured persons as well as how many in that location.
- Try to keep people calm and above all, quiet!
- Do not respond to anyone who knocks on the door and keep it secured unless it can be verified they are police or emergency personnel.
- Consideration may be given to exiting through a ground level window if circumstances warrant.

#### *If you are in a Hallway:*

- Find a room that can be secured and barricade the door.

*If you are in any large enclosed area such as a gym or cafeteria:*

- Exit premises unless shooter is outside.
- Exit toward any police unit if one is present – do not carry anything when you are fleeing.
- Law enforcement personnel know that “hands kill” – so keep your hands above your head and follow instructions if authorities are present!

*If you are outside:*

- Find cover behind any object that can stop a bullet such as a tree, parked vehicles, or wall. *Do not carry anything when fleeing.*

## **II. CONTACTING AUTHORITIES**

- *From a College phone, dial 9-911 (other phones 911)*
- *Program the **Building and Safety Manager's number (as well as any other authorized person)** into your cell phone for emergency use.*
- *When calling 911; stay on the line until it is answered – DO NOT HANG UP!*
- *Be prepared to provide the operator with as much information as possible; such as:*
  - What is happening
  - Where you are located, including building name and room number
  - Number of people at your specific location
  - Injuries, if any, including the number of injured and types of injuries
  - Your name and other information as requested
  - Try to provide information in a calm manner so that your information can be quickly relayed to responding law enforcement and emergency personnel.
- *Report as much as possible about the assailant, including:*
  - Specific location/direction of the assailant.
  - Number of assailants.
  - Gender, race and age of the assailant.
  - Language or commands used by the assailant.
  - Clothing color and style and description of any backpack or bag.
  - Physical features; i.e. height, weight, hair, glasses, etc.
  - Weapons; i.e. handgun, rifle, shotgun, knife, explosives.
  - Do you recognize the assailant and/or know their name?
  - What did you hear – i.e. explosions, gunshots, etc?
- *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 – i.e. clothing, paper towels, feminine hygiene products, newspapers, etc.

### **III. UN-SECURING THE AREA**

- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- Responding Special Forces and/or law enforcement will assist in un-securing and rescuing victims who are locked down. *Consider risks before un-securing rooms.*
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secure 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 a room, the area needs to remain secure.

### **IV. SECURITY RESPONSE**

- If possible, limit suspect(s) movement(s) by securing all unaffected buildings; evacuate victims to safety, provide master keys and logistical support to responding law enforcement and emergency medical services.
- Assist law enforcement with investigation.

*Help is on the way. It is important for you:*

- STAY WHERE YOU ARE - the safest place for you is inside a secure room.
- The assailant may not flee when law enforcement enters the building; instead may target arriving officers.

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

- You may need to explain this to others in order to keep them calm.
- Once the threat is neutralized, officers will begin treatment and evacuation.

*Responding officers will establish safe corridors for persons to evacuate.*

- This may be time consuming; you need to remain in your secure area until instructed otherwise.
- You may be instructed to keep your hands on your head and you may be searched.
- You may be escorted out of the building by law enforcement – 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.

**NO ONE CAN PREDICT WHERE OR WHEN A THREAT MAY OCCUR; OR FROM WHOM. BE AWARE OF YOUR SURROUNDINGS, TAKE COMMON SENSE PRECAUTIONS AND HEED ANY WARNING INFORMATION THAT CAN HELP PROTECT YOU AND THE COMMUNITY!**