



ACM's Response to an Active Threat

May, 2019

Scenario

- 9:25 AM, a regular class day, and Campus Safety gets a phone call regarding students screaming and running from the Sciences building

Campus Safety responds.....

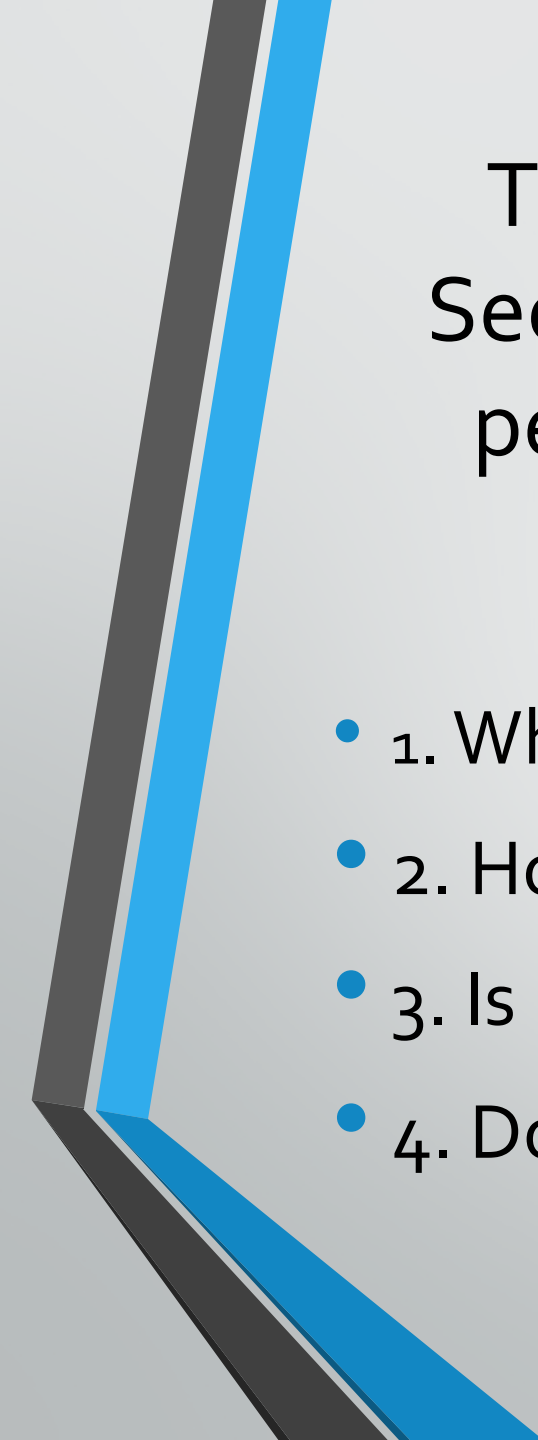
- Additional calls come in, but Campus Safety does not know if there's a man with a gun, or someone is actually shot. Could it be an off-duty officer with a concealed handgun?

Some questions to ask....

- Is a “man with a gun” the same as an “active shooter”?
- Are off-duty officers allowed to carry a concealed weapon on campus?
- If an active threat report comes in, should an ezcampus alert be sent to the college community?

Campus Safety arrives, and confirms an Active Shooter event

- What can Campus Security do?
- Let's list their duties:
 - Confirm the incident
 - Initiate an alert to the community
 - Secure the building(s) – get people out as they go after the shooter
 - Get first responders to the scene quickly
 - Set up Incident Command (ICP) in a safe location



The Science Building is surrounded by Safety & Security officers and Facilities employees (to keep people from going in), and most occupants self-evacuate

- 1. Where is the shooter(s)? What type of weapon?
- 2. How many are injured?
- 3. Is it safe to approach the injured?
- 4. Do we have enough information to send an alert?

A Timely Warning must be sent:

- 1. When the incident is confirmed
- 2. When the risk to the community is significant and on-going
 - Who decides to send it, and how? Decide now....
 - We can use the words “report of a shooting” in case it’s NOT confirmed

A Sample Alert:


- “Active shooter reported in Science Building at ACC. Take run, hide, fight action. Do not come to campus”

Social Media Lights Up

- Parents calling the college emergency number
- Parents driving right to the scene
- Media coming on campus
- Misinformation is everywhere: additional suspects on the loose? More injured on campus?

At some point, the incident will end:

- The suspect is captured or neutralized
- The injured have to be taken care of
- The crime scene must be protected
- Students and employees need to be reunified with families
- Educational and business decisions have to be made
- Plans for COOP have to be made



Within an hour, the President asks the Crisis Team to gather

- What will the Crisis Team do to support the Incident Command Post and help the college to cope with the incident?

1. Let's work the problem

- What room will be used for the team to meet? Does it have phones, computers and white boards? Is it easily accessible to first responders?
- Is there a back-up location outside the campus buildings? What resources are at that location?
- How do we notify the team of the meeting room location?

2. Defining the Tasks of the Team

- The Incident Manager, backup and Recorder should get together to define (list) all the tasks:
 - Who is in charge, and what decisions need to be made?
 - What must be done (priority, or routine)
 - Do we need the entire team to respond and participate at this point?



What are our tasks in this scenario?

- 1.
- 2.
- 3.
- 3.
- 5.
- 6.
- 7.

2. ORGANIZE your Team

- EOC Manager (Incident Commander)
- Incident Recorder (could also be the EOC Manager backup)
- PIO – Public Information
- Logistics Officer
- Operations officer / Planning Officer
- Budget/Fiscal Officer
- Safety officer and/or Security officer
- First Aid Officer
- Liaison (county command post and/or Executive Team)

3. DELEGATE tasks

- Each section leader (officer) gets a list of tasks
- The section leader calls his/her team together and delegates tasks (or directs activity by phone)
- Each section leader is told how and when to report back to the EOC Manager with an update

Team Support

- Each Officer has a contact list of persons who can assist (will likely be elsewhere on campus):
 - Search student and employee records for contact information
 - Assist with first aid; facilities, or security issues
 - Serve as 'labor' to be defined by each emergency



In this exercise,

- The EOC Manager takes charge
 - What does the Manager do in this exercise?
 - What room is used? How is the incident tracked? How are assigned members and activities tracked?

The Incident Recorder

- Attached to the EOC Manager the entire time
 - Keeps Records: Assignments given; times; information and intelligence reported to and from the field
 - Stands in for the EOC Manager if needed

The Incident Recorder

- What's the best way to collect and record information, incoming and outgoing, during the crisis?
 - Use the spreadsheet on the projector to track activity
 - + precedes directions given out
 - - precedes information reported back to the EOC



Public Information Officer

- Meets with and deals with media reps
- Gathers and prepares information for release
- Works with the County PIO, may yield to them
- Works closely with the executive team

PIO

- Reporters start coming to campus, and are trying to get into the building
- How do you contain them?
- What are the rules?
- What information can you give them? How often?

Liaison Officer

- Works in the County Unified Command Post, and coordinates via radio or phone with the College EOC
- May maintain communications with the Incident Command Post, EOC or Executive Team, as needed
- Gathers contact information for other agencies, including cell phones and email addresses

Liaison Officer

- The County Command Post arrives, and calls for a team member to come to the CP
 - How do you communicate with the college EOC?
 - Do you have access to a hand-held radio? Or cell phone?
 - What information might you trade?

Operations Officer

- Works with Incident Command to handle the emergency
 - Cleanup and remediation, property recovery (decontamination?)
 - Facilities issues
 - Building security (if needed)
 - Traffic control and campus access

Operations Officer

- How could you best secure your campus buildings?
- If you had to control campus access, what supplies & people do you have? Cones? Barricades? Tape?
- Where would you safeguard personal property, and how might you locate the owners?
- What PPE equipment do you have available to limit personal exposure during cleanup?

Logistics Officer

- Handles all the supply and support functions:
 - Equipment and supplies
 - Food and water
 - Accommodations for employees
 - Items to resolve the emergency (cones; barricades; traffic poles; signs; etc)

Logistics Officer

- What supplies and materials might be needed for this emergency?
- Do you have a P-Card and transportation if needed?
- What limits (on purchases) do you need to consider?
- Are there any purchase-tracking issues to consider?

Budget/Finance Officer

- Obtains funding and supplies as needed; tracks major expenses
 - Food; equipment; P-Card; unusual purchases
 - Works with HR to coordinate Overtime; FLSA and W/Comp issues

Budget/Finance Officer

- Which team members might you be working with?
- What logistical and tracking issues might you expect?
- Are there any purchasing exceptions that apply during an emergency? Extra work required?

Student Reunification Officer

- IF students or employees need to be picked up, due to trauma or lack of keys/transportation, this member sets up the Request Gate and Reunification Gate
 - Requires access to student and employee records
 - Paper record-keeping
 - Strict control of the process to avoid confusion and incomplete records
 - Who is our team?

Student Reunification

- Where might you set up to have families report to ask for their students? (Request Gate)
- How would you publicize this?
- What student records can you access on-the-fly?
- Where is the Pick-up location? (Release Gate)
- Do you have any rules about student release to non-family members, if under 18?
- What is your tracking process?

First Aid Officer

- Gathers other trained staff to:
 - Locate and open treatment rooms (lab beds?)
 - Gather supplies
 - Account for first aid services provided
 - Gather personal and medical information
 - Protect patient confidentiality

First Aid Officer (presuming 10 students have serious-to-moderate injuries)

- How will you contact your team?
- Where will you meet?
- What treatment areas are available for injured, or traumatized, students?
- What beds or cots are available?
- What medical supplies are available?
- How will you track treatment and family notification?

Safety Officer

- Monitors condition at the scene for safety issues and environment
- Monitors employee health and environmental exposure
- Accounts for the condition of individual workers; changes work conditions as needed. Orders breaks and replacements
- Obtains safety equipment as needed

Other Sections/Tasks?

- Student care? (emotional trauma)
- Student records? (credit and non-credit, contact information)
- Transportation? (students and employees with no rides)
- Personal property recovery, decontamination
- Planning? (for the COOP Plan, recovery)

This is how it happens...

- We gather and make a TASK List
- We ORGANIZE the team members who show up
- We DELEGATE tasks to section leaders (officers)
- We RECORD information, in and out, for later evaluation
- We CARE for our team members
- And we limit liability for the college by being proactive.
- **Any comments or questions?**