

Active Shooter/ Workplace Violence

Profile of an Active Shooter

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 firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, 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.

Guidance to Faculty, Staff, and Students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

How to Respond When an Active Shooter Is Outside of Your Building

If an active shooter is outside your building, you should immediately seek cover in an attempt to conceal and hide from the shooter. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 9-1-1, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police give the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer through a 9-1-1 operator.

How to Respond When an Active Shooter Is In Your Vicinity

Quickly determine the most reasonable way to protect your own life.

- 1. ESCAPE-** Escaping is your first and best option. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Know the escape routes. Prepare in advance by identifying all exits from the rooms where you spend the most time. This includes emergency exits, fire escapes, and windows. Ideally, plan at least two escape routes out of the school or workplace, in case the shooter is blocking one of them.
 - Escape regardless of whether others agree to follow

ESCAPE- (continued)

- Leave your belongings behind
- Help others escape, if possible
- If safe to do so, prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

React immediately. Don't freeze up or waste time debating your options. Find an escape route, and start running as fast as you can directly to the exit.

- 2. BARRICADE-** If you are unable to escape, your next best option is to barricade. This means doing whatever is necessary to prevent the shooter from entering your location. Barricading is not just hiding. If the shooter is rapidly approaching your room, or if he is blocking the only escape route, start hiding or barricading yourself in immediately.

Also, barricading does not mean just "blocking" the door. When you effectively create a barricade, the active shooter should not be able to enter. Therefore, you must have enough weight or leverage in place to prevent the barricade from being breached.

To prevent an active shooter from entering your space:

- Lock the door/Call 9-1-1 (use a landline if possible so it can be traced)
- Barricade using door jambs and wedges if the door opens inward or tie offs if the door opens outwards.
- Blockade the door with heavy furniture
- Silence your cell phone, turn off any source of noise (i.e., radios, televisions)
- Find cover. Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- Prepare to defend

Split tasks with other people in the room. If there are other people in the room, get their attention and assign them to the following tasks (each described in more detail below)

- One person should call 9-1-1
- One group of people should lock and barricade the door.
- One group of people should grab anything that could be used as a weapon.

3. DEFEND-As a 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
- Committing

Weapons of Opportunity

There are 2 different types of weapons:

- a. Conventional (e.g. firearms, edged weapons)
- b. Unconventional (not specifically intended to cause bodily harm)

Unconventional weapons (weapons of opportunity) are benign when used as intended, but can also be used to defend yourself. Here are some examples:

- Lamp cords and bases — can be used for strangulation, while the base of a lamp can be used to bludgeon the attacker
- Cords — can be used to strangle the attacker
- Scissors — can be used as a makeshift edged weapon to stab the attacker
- Walking sticks — can be used to beat the attacker

You should identify the weapons you have available and have a plan on how to use them. For each available weapon, answer the following questions:

- a. What distance does it need to be deployed in?
- b. How heavy is it and are you strong enough use it?
- c. What results are you trying to achieve?
- d. What number of people are needed to deploy it?

Disarming an Active Shooter

If the shooter breaches your barricade, your best option is likely to disarm the person.

The basic approach is to:

- Start low (below the line of site of the shooter)
- Watch for the muzzle to breach the doorframe
- Use both hands to grab the muzzle of the gun and push it high into the doorframe
- Grab the stock and pull it vigorously towards you, striking shooter in the face with muzzle
- Use the muzzle to push (strike) the shooter (in the face or chest) off to create distance
- Reposition the weapon and engage the shooter, if needed

WHEN POLICE ARRIVE

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

PREPAREDNESS VIDEOS

- **DHS VIDEO TRAINING:** [Active Shooter Options](#)
- **DHS-FUNDED VIDEO TRAINING:** [RUN. HIDE. FIGHT. Active Shooter](#)

PREPAREDNESS RESOURCES

- **POCKET CARD:** [Active Shooter Response Pocket Card](#)
- **BOOKLET:** [Active Shooter Response Booklet](#)
- **POSTER:** [Active Shooter Response Poster](#)
- **GUIDE:** [Active Shooter Quick Reference Guide](#)
- **Homeland Security Website** [Active Shooter Preparedness website](#)

Workplace Violence

There are four types of workplace violence.

- **Type I** - This offender has no legitimate relationship to the workplace or the victim and usually enters the workplace to commit a criminal action such as a robbery or theft.
- **Type II** - This offender is the recipient of some service provided by the victim or workplace and may be a current or former client, patient, or customer.
- **Type III** - This offender has an employment-related involvement with the workplace. The act of violence is usually committed by a current or former employee, supervisor, or manager who has a dispute with another employee of the workplace. This type of workplace violence is usually referred to as the "disgruntled employee."
- **Type IV** - This offender has an indirect involvement with the workplace because of a relationship with an employee and may be a current or former spouse or partner, someone who was in a dating relationship with the employee, or a relative or friend. This type of violence follows the employee into the workplace from the outside.

Policy Statement

Colby-Sawyer College will provide, insofar as possible, an environment that is safe, secure, and free from threats, intimidation, and violence. To promote an atmosphere that encourages learning

and productive employment, quick responsive action will be taken if violence or threat of violence arises.

Dealing With Threats and Violence

Individuals should notify Campus Safety at X-3300, of any threats that have occurred, particularly threats or behavior they have witnessed or been subject to. Such behavior should be reported regardless of the personal or professional relationship between the apparent perpetrator and victim. Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 9-1-1.

Any person who makes threats or engages in violent behavior while on property owned or controlled by the college may be removed from the premises as quickly as safety permits. They may be required to remain off college premises pending the outcome of an investigation. Any college student, faculty or staff member who violates this policy will be subject to disciplinary action in accordance with college policies and procedures applicable to students, faculty and staff.

It is recognized that there may be activities related to the educational mission of the college (e.g., physical fitness activities or theatrical productions) that may appear to violate the letter but not the intent of this policy. In such cases, the department or organization coordinating the activity is responsible for obtaining written approval from their area Vice-President or his/her designee, in advance, to conduct the activity. A copy of the approval should be submitted to the Department of Campus Safety prior to the event. Such approval may extend for up to one year at a time.

Internal Sanctions

Appropriate internal sanctions may be imposed for violation of this policy. The sanctions will depend on the circumstances and gravity of the violation.

Student Sanctions may include but are not limited to one or more of the following: dismissal; suspension; housing contract revocation; housing contract probation; housing restriction or relocation; educational/counseling requirement; no-contact order; and/or restriction from specific college programs or activities. For additional information about student sanctions see the CS Code of Community Responsibility at: <http://colby-sawyer.edu/assets/citizenship/code-of-conduct.pdf>

Employee Sanctions may include but are not limited to one or more of the following: termination; suspension; workplace reassignment, restriction or relocation; educational/counseling requirement; no-contact order; and/or restriction from specific college programs or activities. For additional information about sanctioning see the Employee or Faculty Handbook.

Protective Order/Restraining Orders

A restraining order or protective order is a legal order issued by a state court which requires one person to stop harming another. All individuals who apply for or obtain a temporary or permanent Protective Order or Restraining Order listing any Colby-Sawyer College location as a protected area must provide Campus Safety with a copy of the order. The Department of Campus Safety understands the sensitivity of this information and respects the privacy of the reporting person. Procedures are in place to maintain the privacy of the information

College Interim Non-Contact Order

The College uses interim non-contact orders with students as a means to deescalate situations, prevent crimes and/or to improve the possibilities to interfere with harassment or conflict. An interim non-contact order means that in order to protect the safety, health, freedom or peace of a student or the campus community, another student may be ordered not to contact him/her. An interim non-contact order may be imposed also when the student protected by the order and the student on whom the non-contact order is imposed live in the same residence hall. A college interim non-contact order can be applied for by any student who justifiably feels himself/herself threatened or harassed by another student. Also a Campus Safety Officer may enact an interim non-contact order if s/he feels the person threatened is too frightened or unable to do it himself/herself

Contact

Questions concerning this policy or its intent should be directed to the Director of Campus Safety and Emergency Management at x-3675.

Other Campus Resources

The following additional contacts are available to members of the campus community who have questions or concerns about threats or violent behavior on college premises. These contacts can provide information about established guidelines and procedures for dealing with and preventing threats and violent behavior. In the exercise of their function, these contacts will maintain the greatest degree of privacy consistent with their responsibilities as college representatives.

- Academic Vice President and Dean of the Faculty, x-3760
- Vice-President of Student Development and Dean of Students, x-3754
- Director of Baird Health and Counseling Center, x-3621
- Director of Human Resources, x-3741