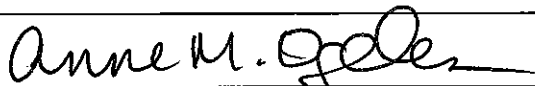


<b>Catholic Charities Disabilities Services</b>
<b>Agency Standard and Procedure</b>

<b>Standard Category</b>	<b>Administration</b>
<b>Standard Title</b>	<b>Active Shooter Protocol</b>
<b>Regulations</b>	
<b>Original Issue Date</b>	<b>April 28, 2016</b>
<b>Latest Revision Date</b>	
<b>Number of Pages</b>	<b>3</b>
<b>Attachments</b>	
<b>Approved by:</b> Anne Ogden, Executive Director	

**Overview:**

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

**Definition:**

Active Shooter - An **active shooter** is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

**Procedure:**

The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of "surround and contain" in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

Upon discovery of an active shooter situation, **as soon as possible** and when safe to do so, notify law enforcement (**911**).

The phone call to 911 (from the area where they are safely concealed) should provide the following information:

1. Description of suspect and possible location.
2. Number and types of weapons.
3. Suspect's direction of travel.
4. Location and condition of any victims

The Administrator/Person in Charge will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

**Response:**

**Evacuate** - If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Do not touch anything suspicious
- Look for additional shooters
- Follow the instructions of any police officers
- **Call 911 when you are safe**

**Hide out** - If evacuation is not possible, find a place to hide where the active shooter is less likely

- Direct personnel adjacent rooms, close the door and attempt to barricade the door.
- Silence your cell phone and/or pager
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- Dial 911, if possible, to alert police to the active shooter's location

Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., lock the door, stay as low to floor as possible and remain quiet and still)
- Not trap you or restrict your options for movement

**If evacuation and hiding out are not possible:**

- Remain 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

**Take action against the active shooter - 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

**An "all clear" will be announced** overhead when the situation has been addressed and the scene is declared safe by law enforcement officials.

The health and wellbeing of the individuals we support and employees is critical. As soon as possible after law enforcement has relinquished Command and Control of the scene, the Executive Director, or designee, will develop information strategies to address resident, employee, and family questions related to the event.