Section 8 Subject 8.2 **Policy 8.2.8**	Health, Safety, and Security Policies Security Policies **Active Shooter Response**	10/15/13 -Originated -Reviewed w/ changes -Reviewed w/o changes 10/15/13 - Effective University Police -Author

Active Shooter Response

Definitions

Active Shooter: An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas; in most cases, there is no pattern or method to the selection of victims.

Policy

All UTMB employees, students, patients, visitors, family members and volunteers can prepare for responding to active shooter incidents.

Anyone with knowledge of an active shooter situation, suspicious individuals or activities, and without putting himself/herself in harm's way, is expected to immediately notify the University Police Department (UPD) at 911 or 21111 from a campus phone or (409) 772-1111 using a mobile device.

Preparedness is maintained through continued planning, exercises and review. All employees are expected to be familiar with the institutional policies pertaining to security, IHOP Policies:

1. 8.2.1 Threatening Situations
2. 8.2.2 Campus Security Reporting
3. 8.2.4 Possession of Weapons
4. 8.2.5 Security Management
5. 8.2.6, Hostage Policy Involving Offender or Correctional Patients
6. 8.2.7 Security Associated with Offender Correctional Patients

Additionally, there are several on line resources that the respective management of the employee's work area may require in addition to the annual required training:

1. Annual Student Required Training
2. Environmental Health & Safety – Security and Safety Training General Training Review
3. General Fire Safety Training
4. Healthcare Fire Safety Training
5. Infant Abduction for CMC at TDCJ Hospital
6. Security Awareness in Offender Patient Care
7. Patient Safety
8. Security Awareness in Offender Patient Care
9. Select Agent 2012 – Security and Safety Training
10. Threatening Situations
11. UT System Child Protection Training

Concerns about employees or students should be directed to the Student Help line or Human Resources respectively.

Policy, continued

The UPD is a valuable resource. Its website provides a link to the Emergency Management Institute's interactive web-based course, *Active Shooter, What You Can Do*, and three video's *Shots Fired on Campus*, *Violence in the Workplace* and *Violence on Campus*.

Procedures

Active shooter events at an academic health center present unique challenges; healthcare professionals are presented with the decision of leaving patients and visitors that may not be able to evacuate due to age, injury, illness or a current procedure in progress. The best method to reduce loss of life in an active shooter event is to evacuate the area where the active shooter is located.

Individuals must decide what actions are appropriate based on their location and position during an incident. The goal is to survive and protect, but an individual's options may be limited if the shooter is nearby. The safety of patients, visitors and coworkers is the most important factor to consider when making decisions on how to respond.

Notification

An important part of responding to an active shooter event is an emergency notification system. The emergency notification system can alert various parties of an emergency including:

1. Individuals at remote locations within premises or other campus buildings
2. Individuals in other area hospitals.

In general, alerts must be bilingual for staff or visitors who do not understand English. Research shows that people do not panic when given clear and informative warnings and want accurate information and clear instructions to protect themselves in an emergency.

Quickly determine the most reasonable way to protect your life. Remember that patients and visitors are likely to follow the lead of healthcare providers during an active shooter situation.

How to Respond to an Active Shooter

RUN (*Evacuate*)

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind and proceed to a predetermined safe location or rally point
2. Evacuate even if others do not agree to follow
3. Leave your belongings behind
4. Help others evacuate, if possible
   Prevent individuals from entering an area where active shooter may be
5. Keep your hands visible

How to Respond to an Active Shooter, continued

6. Follow the instruction of police officers
7. Call 911 when you are safe. Provide law enforcement or police dispatchers with:
    a. Location of the active shooter and direction of movement
    b. Number of shooters, if more than one
    c. Physical description of shooter(s)
    d. Number and type of weapons displayed by the shooters
    e. Number of victims at specific locations

HIDE

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

1. Be out of the active shooter's view
2. Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)

To prevent an active shooter from entering your hiding place:

1. Lock the door, if possible
2. Barricade the door with heavy furniture, cabinets or equipment

If the active shooter is nearby:

1. Lock the door, if possible
2. Silence your cell telephone and/or pager
3. Turn off any source of noise (i.e. radios or televisions)
4. Hide behind large items (i.e. cabinets, desks, large equipment)
5. Remain quiet

FIGHT

If evacuation and hiding out are not possible:

1. Remain calm
2. Dial 911, if possible, to alert the police to the active shooter's location
3. If you cannot speak, leave the line open and allow the police dispatcher to listen
4. Take aggressive action against the active shooter. As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by
    a. Acting as aggressively as possible
    b. Yelling and throwing items
    c. Acting in a coordinated manner if others are present
    d. Taking deliberate actions and committing to them
    e. Improvising weapons and using the weapons against the active shooter (such as fire extinguishers or heavy blunt objects)

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How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard

1. Officers usually arrive in teams of two to four
2. Officers may wear regular patrol uniforms or external body armor and helmets
3. Officers may be armed with pistols, shotguns and rifles
4. Officers may shout commands and may push individuals to the ground for their safety

When law enforcement arrives

1. Remain calm and follow the instructions given
2. Put down any items in your hands (i.e. bags, jackets)
3. Immediately raise your hands and spread your fingers
4. Keep hands visible at all times
5. Avoid making quick movements toward the officers
6. Avoid pointing, yelling or screaming
7. Do not stop officers to ask for help or directions

Prevention and Mitigation

The UPD provides consultations within one week after receiving a request to conduct a security survey, or provides a certified officer to present a one-hour training session on:

1. Workplace Violence
2. Bomb Threats
3. Suspicious Mail and Packages
4. Response to Deadly Behavior

University Police Responsibility and Authority

On Campus: UPD personnel who are on duty will respond to on campus active shooter situations. The ranking, on-duty UPD supervisor is the incident commander of the response, unless relieved by a superior officer.

1. The ranking UPD supervisor is responsible for activating the institutional Emergency Operations Plan.
2. The UPD is responsible for contacting outside public safety agencies for assistance as needed.
3. The UPD will coordinate through the Office of Marketing and Communications the timely release of information concerning serious crimes considered a threat to students and employees.

Off Campus: Active shooter situations or any suspicious individuals or activities observed in UTMB buildings and facilities that are located off campus must be reported immediately to the local law enforcement agency (e.g., city police department or sheriff's department) responsible for the location.

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Media

News releases to the public are made only by the Office of Marketing and Communications.

References

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