Subject: Safety Program - Active Shooter

EFFECTIVE DATE: February 3, 2011
REVISION DATE: New Procedure

Procedure Statement
It is possible that an extreme condition may occur in which an active shooter may enter your building. If this extreme condition exists, the following should be used as a guide to assist you in proper responses and actions to take. Blinn College will initiate a lockdown. This is a defensive effort to help mitigate the effects of a shooter situation.

Scope of Authority
The following Blinn personnel will have the authority to implement a Lockdown:

- College President
- Incident Management Team (as defined in Administrative Procedure: Safety Program – Emergency Response Plan)
- Emergency Management/Safety Coordinator
- Police Department

Communication
All communications regarding status of event, building, or occupants will be directed through the Building Monitor (as defined in Administrative Procedure: Safety Program - Building Monitors) or designee.

- These communications will only be between the following Blinn personnel:
  - Emergency Management/Safety Coordinator, or
  - Police Department, or
  - Incident Management Team

- Under NO circumstance will information be given out to any other group or individuals. Building occupants may be given status updates as they become available and necessary.

Accountability
If a lockdown or shelter in place has been initiated, the Building Monitors will obtain building accountability (as defined in Administrative Procedure: Safety Program - Building Monitors). When requested, accountability will be communicated through the proper channel. Under NO circumstance should this be attempted if there is any possibility of entering or interfering in the immediate area of an active shooter hostage situation.

Procedure
1. Call 911
2. If you cannot speak, leave the phone “open” so dispatch can hear communication
   - Remain as calm as possible
   - If the shooter is not in your room/area and you have a clear path of escape and exit, LEAVE IMMEDIATELY
     - DO NOT leave if you do not have a clear path out
     - Warn others on your way out
     - Your safety is number one
       - Do not carry objects
       - Keep your hands visible
       - Do not try to save others
     - Try to observe as many details as possible. These descriptions can be of valuable help to responders
     - Expect to be stopped, searched, or questioned by law enforcement
3. If you cannot leave
   - LOCK DOOR
   - Turn off lights
   - Close blinds/cover door windows
• Turn off any device that emits sound
• Stay out of sight
• Remain quiet
• DO NOT respond to ANYONE unless you can verify the requests are from an “authorized” College or emergency official
• If a shooter enters you room/area
  o Try to remain calm
  o DO NOT provoke the shooter
  o If you are being held hostage
    ▪ Be patient and calm
    ▪ Follow the instructions of your captor
    ▪ Do not appear hostile or aggressive
    ▪ Do not look the aggressor in the eye
    ▪ Do not talk down to the captor
    ▪ Be observant
    ▪ You have the option to engage or try to flee from the captor if you feel your life is in immediate danger and there is no other option for you to make. This is a personal decision that you must make. Blinn College, nor its personnel can advise you or take responsibility for your action in this situation.

BOARD POLICY REFERENCE
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans