



Policy & Procedure No. 4.012  
**Nunez Community College**

**Title: Active Shooter Policy**

**Effective Date: 03-22-2019**

**Last Revision Date: 01-22-2019**

**Cancellation:**

**Department/Office: Facilities**

*Active Shooter*

**PURPOSE**

To assist employees and students in responding to an active shooter event.

**SCOPE**

This policy applies to all faculty, staff, students and community stakeholders.

**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."

**POLICY**

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 and, most importantly, to quickly determine the most reasonable way to protect your own life.

**PROCEDURES**

A. Since, 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.



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B. Upon discovery of an active shooter situation, **as soon as possible** and when safe to do so, notify law enforcement (**911**) and provide text announcement of an “**Active Shooter**” and location.

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

- a. Description of suspect and possible location.
- b. Suspect’s direction of travel.
- c. Number and types of weapons.
- d. Location and condition of any victims

C. Nunez Police Officers and/or an Administrator/Person in Charge will 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.

D. 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 (so as not to be confused with the shooter);
- Follow the instructions of any police officers;
- Do not attempt to move wounded people; and
- 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 to see you.

- Direct personnel and students into classrooms, offices, or adjacent rooms, and close and attempt to barricade the door.

Your hiding place should

- Be out of the active shooter’s view;



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

To prevent an active shooter from entering your hiding place

- Lock the door, and
- Blockade the door with heavy furniture.

If the active shooter is nearby

- **Lock the door;**
- Silence your cell phone and/or pager;
- Turn off any source of noise (i.e., radios, televisions);
- Hide behind large items (i.e., cabinets, desks); and
- Remain quiet.

If evacuation and hiding out are not possible

- Remain calm;
- Dial 911, if possible, to alert police to the active shooter's location; or
- *If you cannot speak, leave the line open and allow the dispatcher to listen*

Take action against the active shooter ***only 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; and
- Committing to your actions.

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

**F. Recovery**

**Share Information with Students and Employees** - The health and well-being of our students and employees is critical. As soon as possible, after law enforcement has relinquished Command and Control of the scene, the Chancellor and the Chancellor's Council will develop information strategies to address student, employee, and family questions related to the event.



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Initially, the site of a violent incident will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-hazardous substances, including blood borne pathogens must take place, yet must be sensitive, compassionate, and caring for the deceased.

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Facilities	12-07-2018	03-22-2019
X	Vice Chancellor for Finance & Operations	01-22-2019	03-22-2019
X	College Compliance Committee	01-22-2019	03-22-2019
X	Chancellor's Council	03-22-2019	03-22-2019

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***Chancellor's Signature/Approval***

SIGNATURE: 

DATE: 03-22-2019

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Tina M. Tinney, Ed.D.  
Chancellor