

Safety in Office or Classroom During a Crisis November, 2009

Be aware of 'threats' in the environment from home, to CSU, and back home again

It is much more likely you'll be in a vehicle accident than a 'shooter' or terrorist situation – be prepared and aware of all of the possibilities. Watch how people behave and what they are carrying in hand or backpacks, etc.

If it 'feels suspicious', it very likely is – call and let authorities check it out. "Better safe than sorry" can really apply in these situations!

What are Your Advantages?

- Preparedness – you've thought about the possibilities and have a personal plan!
- Observation – you 'keep alert but relaxed' and know what dangers, suspicious persons, objects, or weapons are near you
- Awareness of Your Environment – you know your workplace and how to control access, lighting, power, etc. better than suspects probably do.
- Awareness of Your Resources – you know what actual or 'impromptu' weapons are within your reach (for example – pencils, a chair, flashlights, etc.)
- Readiness to Respond – because you have PRACTICED for several possibilities – YOU ARE READY TO RESPOND TO THE THREAT CONFIDENTLY!

What Are the Options?

In a crisis, your options are limited so practice beforehand is CRITICAL!

- DEFUSE? Some violent incidents indicate that the 'suspect' has no intention of survival after the violence so the probability of success in negotiations is very limited.

TRAINING AND ORGANIZATIONAL DEVELOPMENT

Helping you build skills for success!

- ESCAPE? Can you and your staff/students safely get away from the person, threat or situation without encountering further danger? A very good option if possible.
- EVASION – Can you and students/staff hide or be concealed behind substantial cover or out of sight? Remember, dry wall and light building materials or wooden doors will not stop bullets. Locate another option if possible.
- ATTACK – Can you and staff/students overcome or eliminate the suspect or threat with minimal ‘collateral damage’ and fewest injuries or casualties? Not a favorite thought, but a very possible reality!

How Should I Respond to the Threat

1) If the shooter is outside your building:

- a) Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs. Turn off cell phones and close blinds/shades.
- b) If you can do so safely, get all occupants on the floor and out of the line of fire.
- c) If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

2) If the shooter is inside your building:

- a) If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
- b) As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- c) If you get out of the building and do not see a police officer, attempt to call the police by dialing 911. Tell the dispatcher your name and location and follow their instructions.
- d) If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will

TRAINING AND ORGANIZATIONAL DEVELOPMENT

Helping you build skills for success!

not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

3) **If the shooter enters your office or classroom:**

- a) There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- b) Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
- c) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
- d) If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- e) While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

4) **What else can you do?** Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.

How Will Police Respond

Active Shooter Response

1. The CSU Police Department (CSUPD) is a full service professional law enforcement agency that is trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the CSUPD and, if necessary, other law enforcement agencies, will evaluate the situation to determine the best course of action for the safety of the CSU community.
2. As officers move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.

TRAINING AND ORGANIZATIONAL DEVELOPMENT

Helping you build skills for success!

3. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the threat. Rescue teams will follow shortly to aid you and others.
4. To assist the police, please stay calm and patient during this time, and do not interfere with police operations. If you know where the shooter is, and/or have the shooter's description, inform the police.
5. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.
6. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

How will Fire and Ambulance Respond?

1. Poudre Fire and Emergency Medical Services staff and vehicles will respond to a 'staging area' (location to prepare resources) that is far enough away for safety and close enough for immediate response as directed by the Incident Commander.
2. The Incident Command Process will be used to guide each resource needed to the right location in a prompt and safe manner.

Media, Parent and Student Responses to Expect

1. Expect the cell phone system to be used extensively by students, parents, media, and others! Don't depend on cell phones for communication and expect media and parents to arrive in the area quickly.
2. With supervisors, Directors, and Department Heads, pre-determine how you will handle parent questions, media inquiries, etc. during and after an emergency. We suggest you make use of Media Relations and work with them PRIOR TO the emergency!
3. Work with the Counseling Center and Employee Assistance prior to emergencies to determine resources available, how to respond to staff and student needs, and even be prepared to assist groups of students and parents in dealing with the emergency!