

# **Active Shooter Appendix to the Active Threat Annex**



**December 2024**

## **PURPOSE AND SCOPE**

### **Purpose**

This Active Shooter Appendix is being written to direct the specific college tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area.

### **Scope**

This document applies to the whole college community, including first responder agencies. All staff, including adjunct instructors and part-time staff, who are assigned emergency management roles and responsibilities will have access to training and all college emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

## Specific Tasks Taken Before, During, and After an Incident

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence.	Manager of EH&S and Emergency Management
Train staff in lifesaving techniques, including the use of bleeding control kits, AED's and CPR.	Manager of EH&S and EM
Train staff on how to administer all actions for the Standard Response Protocol (SRP).	Manager of EH&S and EM
Train the AC Incident Command Team on the Incident Command System (ICS), including the concept of Unified Command.	Chief of Police
Train staff to notify first responders of an attacker by using multiple communication options such as AC Police Department and 911.	Chief of Police
The AC Behavioral Intervention Team will develop plans designed to educate staff members to safely observe and report any information that could be useful to prevent a critical incident	Behavioral Intervention Team
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students.	Chief of Police Manager of EH&S and EM
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	Manager of EH&S and EM
Establish evacuation sites. Incorporate these into drills and exercises.	Manager of EH&S and EM
Install and test panic button(s) at regular intervals. Include any staff members who would be in proximity to the panic alarm during an attack. <ul style="list-style-type: none"> <li>• Place panic buttons in a space that encourages legitimate use and discourages false alarms.</li> </ul>	Sr. Director of Physical Plant
Ensure that persons with access and functional needs have equal access to safety.	AC Disability Services
Designate and train multiple users on how to access mass notification systems and scripts.	IT Director
Provide first responders with access and navigation aids such as the following: <ul style="list-style-type: none"> <li>• Digital floor plans.</li> <li>• Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards.</li> </ul>	Sr. Director of Physical Plant
Encourage, celebrate, and advertise positive police relationships with staff and students. Consider the following: <ul style="list-style-type: none"> <li>• Posters for class chats about safety.</li> </ul>	Chief of Police
Prepare mass notification scripts for attacker incidents to include Rave and the campus phone intercom. Consider different audiences and situations.	Manager of EH&S and EM
Designate and train multiple users on how to access mass notification systems and scripts.	IT Director

<b>Before an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Develop and implement a written schedule for safety and security inspections. Perform an annual inspection and test of safety and security components such as the following: <ul style="list-style-type: none"> <li>• Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons.</li> <li>• Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Provide an ongoing evaluation of the need to upgrade or expand the surveillance system.</li> </ul>	Chief of Police & Sr. Director of Physical Plant
Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.	Manager of EH&S and EM
The Angelina College Police Department will be our first line of defense against an attacker.	Chief of Police
Secure agreements for the use of non-college resources that may be needed for an attacker incident, such as, but not limited to, the following: <ul style="list-style-type: none"> <li>• Assistance with offsite evacuation and transportation needs</li> <li>• Additional psychological support services</li> </ul>	Manager of EH&S and Emergency Management
Ensure that the Behavioral Intervention Team convenes in a timely manner to discuss concerning and prohibited behavior. <ul style="list-style-type: none"> <li>• Ensure that the Behavioral Intervention Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors.</li> </ul>	Exec. Director of Institutional Advancement
<b>Add more tasks specific to your college</b>	

<b>During an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Call for help using redundant communications systems.	IT Director
Decide on SRP action. <ul style="list-style-type: none"> <li>• <b>Hold</b> is followed by the Directive: “Hold in your room or area. Clear the halls” this protocol used to clear the hallways and close the interior doors. Do business as usual.</li> <li>• <b>Secure</b> is followed by the Directive: “Get Inside, Lock Outside Doors” and is the protocol used to safeguard people within the building.</li> <li>• <b>Lockdown</b> is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place.</li> <li>• <b>Evacuate</b> may be followed by a location and is used to move people from one location to a different location in or out of the building.</li> <li>• <b>Shelter</b> will be followed by the Hazard type and what you should do. Take shelter for tornado warning. Immediately move to a first-floor safe room.</li> <li>• Encourage students, faculty and staff members who are located outside a building to make the best decisions for their safety.</li> </ul>	Administrator in Charge
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system. <ul style="list-style-type: none"> <li>• <b>Hold:</b> “Hold in your room or area. Clear the halls”</li> <li>• <b>Secure:</b> “Get inside. Lock Outside Doors”</li> <li>• <b>Lockdown:</b> “Locks, Lights, Out of Sight”</li> <li>• <b>Evacuate:</b> “Evacuate to the nearest safe room or area”</li> <li>• <b>Shelter:</b> “followed by hazard and strategy”</li> </ul>	Administrator in Charge
Follow directions from law enforcement. Wait for law enforcement to give the “All Clear” message before leaving secured areas.	Chief of Police
Inform your community of the current threat and status of the incident. <ul style="list-style-type: none"> <li>• Coordinate public information activities with local response agencies. Conduct joint briefings when possible.</li> <li>• Send a timely message to the community using prepared scripts.</li> </ul>	Public Information Officer
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the college continues to perform essential functions.	VP of Business Affairs
<b>Add more tasks specific to your college</b>	

<b>After an Active Shooter Incident</b>	
<b>Tasks</b>	<b>Responsible Role</b>
Perform an incident debriefing while staff and responders are still on scene.	Incident Commander
Reunite students with their ISD using the Standard Reunification Method.	Manager of EH&S and EM
Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.	Incident Commander
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. <ul style="list-style-type: none"> <li>• Assign specific tasks to ensure accountability.</li> <li>• Incorporate changes into future drills and exercises.</li> </ul>	Manager of EH&S and Emergency Management
Provide damage assessment to identify replacement and repair needs. <ul style="list-style-type: none"> <li>• Consult and involve your city or county Emergency Management Coordinator.</li> <li>• Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.</li> </ul>	Sr. Director of Physical Plant
Initiate repairs and cleanup of affected areas after they are cleared and released by the responsible party.	Sr. Director of Physical Plant
Assess the trauma-informed and grief-informed care needs of the college community after an attacker incident and provide appropriate mental health resources. <ul style="list-style-type: none"> <li>• Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the college community.</li> <li>• Reintroduce staff and students to school carefully after repairs have been made.</li> </ul>	Behavioral Intervention Team
Provide a visible security presence as staff and students transition back to school.	Chief of Police
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	Chief of Police
<b>Add more tasks specific to your college</b>	

## RESOURCES

### Acronyms

AC	Angelina College
AAR	After-Action Review
BIT	Behavioral Intervention Team
CRASE	Civilian Response to Active Shooter Events
SRP	Standard Response Protocol
SRM	Standard Reunification Method
TCOLE	Texas Commission on Law Enforcement

### Definitions

**After-Action Review:** An AAR will be conducted by the college following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.

**Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.

**Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.

**Incident Debriefing:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.

**Behavioral Intervention Team:** A multidisciplinary behavioral threat assessment team of faculty, staff, administrators, first responders and local stakeholders who will direct, manage, and document the threat assessment process.

**Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure, Lockdown, Evacuate, Shelter, and Hold] in a school setting.

**Standard Reunification Method:** Provides a clear plan to evacuate and reunify all dual credit students back to their local independent school college.

**Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.