

Active Shooter Emergency Response Plan



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Not on *O*ur *W*atch!

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Active Shooter Emergency Response Plan

Introduction

This Active Shooter Emergency Response plan covers designated actions faculty, staff, and students must take to ensure safety during emergencies. This plan is a supplement to the Texas Southern University's Emergency Management Plan. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel on campus.

Purpose and Applicability

The purpose of this Active Shooter Emergency Response Plan is written to identify departments and their responsibilities in response to an active shooter event or a potential active shooter event (hostile armed person on campus). This plan applies to Texas Southern University Main Campus located at 3100 Cleburne Street, Houston, Texas 77004.

Definitions

Active Shooter – one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or assassinate others. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and limit harm or loss of life to innocent victims.

Family Assistance Center – A secure, private location where the family members of victims can gather to receive information and services.

Community Assistance Center – A central location where members of the Texas Southern University campus community can congregate to grieve, receive information, and seek services.



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Roles and Responsibilities

Texas Southern University Police Department

The Texas Southern University Police Department's primary responsibility is to protect the campus community and will be the first responder to an active shooter incident. The actions taken for this type of incident will have the following objectives:

- Immediately engage the assailant(s)
- Evacuate the victims
- Direct affected individuals to medical care, interviews, and counseling
- Preserve the crime scene for investigation

The Texas Southern University Police Department will maintain and follow Active Shooter Protocols based on National, State, and Local Law Enforcement accepted best practices and guidelines for dealing with active shooter incidents on college and university campuses.

The Texas Southern University Police Department will operationalize Administrative and Field Operations Command Posts in the event of an active shooter incident on the campus of Texas Southern University. The Chief of Police (or Deputy Chief of Police in their absence) will serve as Incident Commander of the Administrative Command Post using the National Incident Management System (NIMS) and Incident Command System (ICS) to operate the command post. The Bureau Commander of Field Operations will serve as Incident Commander of the Field Operations Command Post. The seven critical responsibilities of the Bureau Commander of Field Operations are:

- 1) Establish Communications and Control
- 2) Identify "Hot Zone" (targeted building or area)
- 3) Establish Inner Perimeter
- 4) Establish Outer Perimeter
- 5) Establish Field Command Post
- 6) Establish Staging Area
- 7) Request Resources from the Administrative Command Post

In the event of an area wide or multiple site situation, the Chief of Police will ensure an Emergency Operations Center (EOC) is activated for additional logistical support and coordination of major resources, planning, financial needs and budgetary requests. The activities of the EOC will continue long after the command posts closes, dealing with recovery issues, coordination of resource centers, etc.



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Executive Incident Command Response Team (Executive Policy Group)

The Executive Incident Command Response Team commonly referred to as the Executive Policy Group consists of members from the University President's Cabinet and Council. The Executive Incident Command Response Team will assemble in a predesignated location, provide support and additional resources to the Administrative and Field Command Posts during and after an active shooter incident. In the event an EOC is activated, members of the President's Cabinet and Council will assign a designated team member from their respective areas to the established EOC.

The Executive Incident Command Response Team's roles and responsibilities prior to and after an active shooter incident are as follows:

University President

Serves as the Incident Commander of the Executive Incident Command Response Team and approves all operational, budgetary and community service requests.

Special Assistant to the President

Responsible for establishing a Family Assistance Center (FAC) and Community Assistant Center (CAC). The FAC is a designated space for victims' families to congregate and receive information and services. The location needs to be private and free from observation from the outside with a controllable point of access. Under no circumstance should the FAC be collocated with the CAC. Access to the FAC should be controlled by security personnel at all times. Access will be restricted to: immediate family members and their designees, Texas Southern University staff members providing direct services, and service agency representatives. Under no circumstances should members of the press be given access to the FAC.

The CAC is a central location where members of the University community can come to grieve together, receive information and seek support services. Access does not need to be as strict as in FAC. Security personnel should be present at all times and may choose to check for University ID's upon entry. Members of the media may be granted access to the CAC by the University President and/or their designee.

Chief of Staff/Executive Assistant to the President

Responsible for ensuring landline is available in the designated meeting location, documenting actions of the Executive Policy Group, and providing support to other team members as needed.



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Vice President for Administration & Finance/Chief Financial Officer

Responsible for establishing an emergency operations fund account. Provide financial resources after the event.

General Counsel

Responsible for assisting with threat assessment teams, providing legal counsel and guidance after the event.

University Communications

The Vice President for University Advancement & Media Relations is responsible for ongoing communications relative to the event. Provide back up for issuing alerts, updating the University's main website and handle all request from the media.

Information Technology

The Chief Information Officer is responsible for coordinating alternative phones lines and other technology needs for the FAC and CAC. Ensure infrastructure is operating effectively and assisting in expanding the EOC.

Dean of Students

Responsible for assisting in the recognition of students at risk. Should a threat present itself, the Dean of Students will call together the Threat Assessment Team to review the situation. The team will consist of the Dean of Students, Chief of Police, General Counsel, Director of Counseling Services, and any others who may be helpful in the situation. Assisting students after the event and coordinating the preparedness of the counseling resources available to assist all students in this type of event.

University Provost

Responsible for coordinating with all Deans to assist in the recognition of students at risk by notifying the school faculty of procedures concerning student's behavior and how to register those concerns with the Dean of Students. Should a threat present itself, the Provost will utilize the Threat Assessment Team described above, to review the situation. Assisting Deans and students after the event.



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Human Resources

The Assistant Vice President for Human Resources is responsible for assisting in the recognition of employees at risk. Should a threat present itself, the VP of Human Resources will utilize the HR Threat Assessment Team to review the situation. The team will consist of the VP of Human Resources, Chief of Police, General Counsel, Employee Assistance Program (EAP) resources and others as required. Assisting employees after the event and working with the Special Assistant to the President in establishing the FAC and CAC.

Vice President of Intercollegiate Athletics

Responsible for coordinating with each University Sport head in accounting for student athletes after the event.

Protocol

Active shooter events cannot be predicted to follow any pattern and therefore the following protocol will act as a sequencing guideline for this type of situation:

In the event that a notice is received, at the Texas Southern University Police Department either from a campus source, off-campus telephoned warning, or transfer from the Houston Police Department of a 911 call that a:

- Gun or weapon has been found on campus.
- Person with a gun is on campus.
- Active Shooter – has fired shots on campus.

The Texas Southern University Police Department will respond in the following way:

- If (Gun or Illegal Weapon) is found, the responding officer will follow appropriate protocol for removal of weapon.
- If person with gun is on campus and is a danger to him/herself only, the responding officer will follow appropriate protocol for the situation.

If person with gun is a danger to others, the responding officer will notify the dispatcher to follow the Texas Southern University active shooter emergency protocol. Then:

- Notify the Chief of Police through proper departmental protocols
- Follow Dispatcher protocol for Active Shooter. (See Appendix B)



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If it is determined immediately that an active shooter incident is occurring from the phone call received, the on duty Sergeant and Dispatcher will follow the Texas Southern University active shooter emergency protocol.

For Active Shooter on campus, the Dispatcher will immediately;

- Advise all on duty police officers to respond to the incident
- Will initiate the sending of mass notifications alerts per Dispatchers Active Shooter Protocol

The Executive Emergency Response Team **will assemble when it is safe to do so** to coordinate recovery assistance to the victims and families, media information releases, and other appropriate actions described in the “roles and responsibilities section.”

Appendix A

Active Shooter Safety Guidelines

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers
- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- ❑ **CALL 713-313-7000 or 7001 WHEN IT IS SAFE TO DO SO!**



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HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

- 1. Evacuate (RUN).** 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
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- 2. Find Cover (HIDE).** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Do not trap yourself or restrict your options for movement
 - To prevent an active shooter from entering your hiding place:
 - Lock the door
 - 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)
- Remain quiet



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If evacuation and hiding out are not possible:

- ❑ Remain calm
- ❑ Dial 713-313-7000/7001, if possible, to alert police to the active shooter's location
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen
- ❑ Or send a message through the **LiveSafe** app

3. Take action against the active shooter (**FIGHT**). 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
- ❑ Committing to your actions

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.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises



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Information to provide to Texas Southern University Police Department:

- ❑ Location of the active shooter
- ❑ Number of shooters, if more than one
- ❑ Physical description of shooter/s
- ❑ Number and type of weapons held by the shooter/s
- ❑ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Appendix B

Texas Southern University Telecommunications Protocol

Key Questions to ask Caller/Witness:

1. What type of weapons are involved?
 - a. **(Gun)** How many shots have been fired?
 - b. **(Gun)** When was the last time you heard shots fired?
2. How many suspects are involved?
3. Where's the suspect now?
 - a. **(Suspect left/leaving/circulating)** How did s/he leave?
 - i. **(Vehicle)** I need to get the vehicle description...
 - ii. What **direction** was s/he going?
 - b. I need to get the **suspect's description...**
4. **Can you safely evacuate/leave the building/area?**
 - a. **Yes** _____
 - b. **No or Unknown** _____
5. **(LOCKDOWN)** Where exactly are you?
 - a. What's the best way to get to you?
 - b. How many people are with you?
6. How many people are in the building/classroom/office/area?
7. Does the suspect appear to be wearing a bulletproof vest or body armor?
8. Did you see the suspect carrying anything?
 - a. **(Yes)** Describe it to me.
9. Did you hear the suspect saying anything?
 - a. **(Yes)** What did s/he say?
10. **(Suspect on Scene)** Did s/he arrive in a vehicle?
 - a. **(Yes)** I need to get the vehicle description...
 - b. **(Yes)** Where's the vehicle now?
11. Has the suspect taken any hostages?
 - a. **(Yes)** How many?
 - b. **(Yes)** Exactly where are they?
12. How many people are injured?
13. Is there anything else you can tell me?



Post-Dispatch Instructions:

(EVACUATION)

- a. If the suspect leaves, tell me immediately.
- b. Do not put yourself in any (more) danger.

(LOCKDOWN)

- c. If the suspect is nearby, keep very quiet and stay out of sight.

Post-Dispatch Duties:

Send mass emergency alert notifications via MIR3 and LiveSafe notification systems. Conduct thorough computer checks. Follow department protocols regarding the notification of department administration, and bordering agencies.

Description Essentials:

Weapons

- Gun (type: pistol, rifle, shotgun)
- Knife (type: long, short)
- Club (type: bat, tire iron)
- Other (type: glass, bottle, vehicle)
- Explosive (type: bomb)

Person(s) (armed suspects first)

- Race
- Gender
- Age (DOB)
- Clothing
- Build/Height/Weight
- Hair color/length/style
- Other identifiable characteristics (facial hair, accent, tattoos, piercings, jewelry)
- Complexion
- Eye color
- Demeanor (calm, emotional, intoxicated)
- Name/Relationship
- Address/Phone number



Vehicle (CYMBALS)

- Color
- Year
- Make/Model
- Body style
- Additional (paintwork, damage)
- License No./State

Appendix C

Emergency Operations Center Chart

