

Clark University
Active Shooter Emergency Plan

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Clark University – Active Shooter Emergency Plan

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Purpose

The purpose of the Active Shooter Emergency 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).

Applicability

This plan applies to Clark University Main Campus located at 950 Main Street, Worcester, MA 01610.

Attachments

The following attachments to this Emergency Plan have been assembled from various Government, Police, and other documentation concerning Active Shooter safety guidelines. Because of the unpredictability of Active Shooter events, these are guidelines and should be used as such.

- Attachment A: Prior to an Active Shooter Event.
- Attachment B: During an Active Shooter Event – Active Shooter Emergency Safety Guidelines.
- Attachment C: Characteristics of an Active Shooter.

Definition

Active Shooter is defined as one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill 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.

Roles and Responsibilities

Clark University Police

The Clark University Police Department's prime responsibility is to protect the Clark University 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 University Police will maintain and follow Clark University Police Active Shooter Protocols based on National, State, and Local Law Enforcement accepted practices and guidelines for dealing with active shooter incidents on campus.

The University Police is authorized to issue a Clark Alert immediately and directly to the Clark Community without consulting the Emergency Response Team Incident Commander when an active shooter on campus has been confirmed.

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University Communications

- University Communications is responsible for ongoing communications relative to the event.
- Provide back up for issuing Clark Alerts and updating the Emergency Information Telephone Lines and Emergency/Safety Website.

Dean of Students

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

The Dean of College and the Dean of Graduate Studies

- The Deans are responsible for assisting 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 Dean will utilize the Threat Assessment Team described above, to review the situation.
- Assisting students after the event

Human Resources

- Human Resources is responsible for assisting in the recognition of employees at risk. Should a threat present itself, the Director of Human Resources will utilize the HR Threat Assessment Team to review the situation. The team will consist of the Director of Human Resources, Chief of University Police, Employee Assistance Program (EAP) resources and others as required.
- Assisting employees after the event

Counseling Services

- Counseling Services is responsible for providing assistance in the recognition of students at risk.
- Counseling Services is responsible for coordination of additional outside counseling services that may be needed to assist students.

Incident Commander

- Activate the Emergency Response Plan

Physical Plant

- Is responsible as necessary after the event, for the clean-up and restoration of facilities impacted / damaged in the course of any Active Shooter incident as soon as crime scene restrictions are removed.

Emergency Communications Team

- The Emergency Communications Team is comprised of staff trained to send out Clark Alerts and update the Campus Safety website. They may be contacted during an Active Shooter incident and instructed to initiate a Clark Alerts emergency message per the Safety and Emergency Communications Plan.

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- The Business Manager is responsible for administering the Clark Alerts system.

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 University Police Office either from a campus source, off-campus telephoned warning, or transfer from the Worcester 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.(University Police will be notified by the Worcester Police Department of any calls to 911)
- The University police will respond in the following way:
 - If (Gun or 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 University Police Active Shooter Protocol.
 - Notify the Chief
 - Follow Dispatcher protocol for Active Shooter.
 - If it is determined immediately that an active shooter incident is occurring from the phone call received, the Officer in Charge and the Dispatcher will follow the University Police Active Shooter Protocol.
- For Active Shooter on campus, the Dispatcher will immediately;
 - Advise all officers to respond to the incident
 - Will contact the WPD
 - Will initiate the sending of a Clark Alert per Dispatchers Active Shooter Protocol
- The Incident Commander will activate the Emergency Response Plan and designate a location to assemble the Emergency Response Team.
- The Emergency Response Team and the Core Team will assemble at the Incident Control Center when it is safe to do so to coordinate recovery assistance to the victims and families, media information releases, and other appropriate action as necessary.

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Attachment A: Prior to an Active Shooter Event

Encountering or Coping with Threats and Violence

The following guidelines were taken from a United States Office of Personnel Management document on “Dealing with Violence in the Workplace”, which summarize the actions you should (or should not) take when encountering a hostile or threatening situation.

For an angry or hostile person.

- Stay calm
- Listen attentively
- Maintain eye contact
- Be courteous
- Be patient
- Keep the situation in your control

For a person shouting, swearing, or threatening

- Signal a coworker, that you need help (Use a duress alarm (panic button) or code words).
- Do not make any calls yourself.
- Have someone call the University Police (X7575)

For someone threatening you or others with a gun, knife, or other weapon.

- Stay calm
- Quietly signal for help (Use a duress alarm or code words)
- Maintain eye contact
- Stall for time
- Keep talking – but follow instructions from the person who has the weapon
- Do not risk harm to yourself or others
- Never try to grab a weapon
- Watch for a safe chance to escape to a safe area

General Safety Tips

- Whether working on campus or attending class, take ownership of making sure your location is safe
- Be aware of your surroundings (e.g. location of exits, doorways, windows, phones, etc.)
- Report suspicious persons to CUPD immediately
- Program SUPD dispatch (508) 793-7575 into your cell phone.
- Be aware of the blue campus emergency phone locations

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Attachment B: During an Active Shooter Event

Active Shooter Emergency Safety Guidelines

The following guidelines cannot cover every possible situation that might occur. Nevertheless they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

Violent incidents, such as an active shooter, can occur on University grounds or within close proximity of the Campus with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained. Active shooter situations are dynamic in nature and demand an immediate response to the situation by the community and law enforcement to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter is dictated by the specific circumstances of the situation. If you should find yourself in an active shooter situation, try to remain calm -- your actions will influence others, trust your instincts, and call x7575 (508 793 7575) as soon as possible.

The University Police along with local and state police have adopted accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following guidelines taken from those sources will enable you to take appropriate actions for yourself and are intended for emerging or in progress situations.

General Guidelines to Remember:

- **Remain Calm**
- **Trust Your Instincts**
- **Act Smart**
- **Make Good Decisions**
- **Take Care of Yourself**
- **Take Care of Others**

Immediate Action:

Shelter in Place (SIP) is a protective action to stay inside a building to avoid external hazards such as severe weather (such as tornado), hostile intruder, or a hazardous material release. When Shelter in Place is warranted, you will be appropriately advised by police, fire, safety or University officials via emergency notification system, University web site, or other appropriate means.

General Steps to Shelter in Place for an active shooter situation:

- Stay where you are or go into the nearest room with a door.
- Secure the immediate area. Whether a classroom, residence hall room, office, or restroom.
- If able, lock or barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If an assailant enters your room and leaves, lock or barricade the door behind him/her.

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- If safe to do so, allow others to seek refuge with you.
- Take appropriate steps to reduce your vulnerability:
 - ✓ Close blinds or curtains.
 - ✓ Close and block windows.
 - ✓ Turn off radios and computers.
 - ✓ Silence cell phones.
 - ✓ Place signs in exterior windows to identify your location and the location of injured persons.
 - ✓ Keep people calm and quiet.
 - ✓ After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
 - ✓ Do not sound fire alarms. This may cause others to flee the buildings and put them at risk.
- Wait for the "all-clear" message from authorities

Unsecured Areas. If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be a safe escape route immediately available to you. Escape routes may include the surrounding neighborhood.
- If in doubt, find the safest area available and secure it the best way you can.

Call x7575 (508 793 7575). Program this emergency number into your cell phone. Be aware that the emergency telephone systems may be overwhelmed during this type of incident. All emergency situations should be reported to the campus enforcement by dialing X7575. You may hear multiple rings but stay on the line. Be prepared to provide the dispatcher with as much information as possible, such as the following:

- What is happening.
- Where you are located, including building name and room numbers.
- Number of people at your specific location.
- Injuries if any, including the number of injured and types of injuries.
- Your name and other information as requested.

Try to provide information in a calm clear manner so that the X7575 dispatcher quickly can relay the information to responding emergency personnel.

What to report. Try to note as much as possible about the assailant, including:

- What exactly did you hear – e.g., gunshots, explosions, etc.
- Specific location of the assailant.
- Number of assailants.
- Gender, race, and age of the assailant.
- Language of commands used by the assailant.
- Clothing color and style.
- Physical features- e.g., height, weight, facial hair, glasses.
- Type of weapons- e.g., handguns, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know his/her name?

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Treat the injured. The X7575 dispatcher will notify law enforcement and other emergency services such as EMS, Fire and Rescue. EMS, Fire and Rescue will respond to the site, but will not be able to enter the areas until the area is secured by law enforcement. You may have to treat the injured as best as you can until the medical personnel are allowed to enter the area that was involved. Remember basic first aid:

- For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc,
- Reassure those in the area that help will arrive – try to stay quiet and calm.

Unsecuring The Area

- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk of exposure posed by opening the door for any reason.
- Attempts to rescue people outside a secure area only should be made if it can be done without further endangering the people inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about a threat to the safety of the individuals inside the room, the area needs to remain secured until you receive an "all-clear" message.

Law Enforcement Response

University Police will immediately respond to the area, assisted by other local law enforcement agencies. Remember, help is on the way. It is important for you to:

- Remain inside a secured area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

Injured Person. Initial responding officers will not treat the injured or begin evacuations until the threat is neutralized and the area is secure.

- You may need to explain this to others in order to calm them.
- Once the threat is neutralized, officers will begin treatment and evacuation.

Evacuation. Responding officers will establish safe corridors for persons to evacuate.

- This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head or drop to the ground.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel – follow their direction.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, or counseling.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

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Clark Alerts:

A Clark Alert message will be broadcast as soon as possible for this type of emergency situation. This message may be sent using any or all of the Clark Alerts communication methods (text message, email, voice message).

- Depending on the available information, the initial message may inform you of where the incident that is occurring. If no specific location is provided, the entire campus should be considered the area at risk.
- If you are inside the area described, you should follow the guidelines above.
- If you are not inside the area described, you should follow the guidelines to stay in place and not come to the area involved.
- Communications, including the use of cell phones, land line phones, and the internet, of a non-emergency nature, should be kept to a minimum during the event.

Once the incident has been resolved, you will receive an additional Clark Alert message to notify you of the incident status and provide further directions. In order to receive a Clark Alert message, be sure your Clark Alert contact information is up to date by visiting the Clark Alerts Updater channel on ClarkYOU (you.clarku.edu).

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Attachment C Characteristics of an Active Shooter

The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and is not meant to be a comprehensive list describing all active shooters.

- Active shooters usually focus on assaulting persons with whom they come into contact. Their intention to cause bodily harm is usually an expression of hatred or rage rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.
- Generally the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to locations where potential victims are close at hand, such as classrooms, libraries, dining halls and gymnasiums.
- Tactics such as containment and negotiation, normally associated with stand-off incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
- Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority of the active shooter.
- Active shooters may employ some type of diversion, such as smoke bombs or set off fire alarms.
- Active shooters may be indiscriminate in their violence or they may seek specific victims.
- Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by a self-inflicted wound.
- Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
- Active shooter events or an active shooter may go inactive by going to a barricaded status with access to victims.