

Purpose

- To outline steps for center staff to take, if there is a reported threat to a resident, employee, or visitor of the center, or the center in general, from an individual(s) outside the center.
- To also provide direction for the staff to follow, should an armed intruder enter the center and threaten and/or become violent with employees, residents or visitors

Procedure

Work with your local law enforcement agency(s) to assist you in putting together a plan that is specific for your center, including inviting law enforcement into the center to become familiar with the layout of the building.

Threats of violence from persons outside the center can occur for a variety of reasons. The following are examples of some of the more common situations that may pose a threat from someone outside the center, as well as some basic guidelines for you to follow in the event these situations may arise:

Take ALL threats seriously!

1. Domestic Situation (disgruntled ex-spouse, boyfriend/girlfriend, etc.)
 - a. Encourage all staff, through in-service training, to report to their supervisor any real or potential threats, or concerns regarding possible violent actions from spouses, ex-spouses, significant others, etc.
 - b. Gather as much information about the situation as possible from the employee, including a description of the individual (current photo is ideal), vehicle they may be driving (including license plate, if possible), any outstanding restraining/protection orders.
 - c. Gather members of the center's Threat Assessment Team (RISK MANAGEMENT MANUAL, V.I.G.), and inform them of the situation. Share information including descriptions of individual, vehicle, etc. Make plans to "lockdown" the center, and contact police **immediately** if the person is seen on the property or in the immediate area.
2. Disgruntled former employees/resident family members, etc.
 - a. If a direct threat of violence is made towards the center, center staff or residents, contact the police.
 - b. Assemble the center's Threat Assessment Team at earliest possible convenience to discuss the situation, and plan for lockdown of the center if necessary. The center may wish to consider seeking an Order of Protection or Restraining Order against the person(s) making threats, and will need to go through the court system, or law enforcement to do that. Law enforcement or the court system can advise as to that process.
 - c. IF THE PERSON MAKING THE THREAT IS SEEN ON THE CAMPUS OR IN THE IMMEDIATE AREA, contact law enforcement (911) and begin lockdown procedure for the center, immediately, by first announcing "THREAT OUTSIDE LOCKDOWN" over the paging system (repeating announcement several times). "Threat Outside Lockdown"

means that the threatening person has not yet entered the building, and the center must take IMMEDIATE action to lock all means of entry into the building.

- 1) All entrances will be locked and no one is allowed to leave until the "ALL CLEAR" is given by law enforcement or the administrator/director.
- 2) Clear hallways and keep everyone away from doors and windows.
- 3) Be prepared to move to an inner room that can be properly secured.

3. ARMED INTRUDER/ACTIVE SHOOTER

If this extremely dangerous situation develops or appears to be developing:

TAKE ACTION IMMEDIATELY:

- a. Do not confront or attempt to reason with the individual.
- b. Announce over paging system the code word/location of the situation. "THREAT INSIDE LOCKDOWN/DINING ROOM (for example)" repeat announcement several times, giving the location of the intruder, if known. "Threat Inside Lockdown" means that there is already someone in the building attempting to cause harm. **DO NOT** lock exterior doors as this will impede law enforcement when they arrive on the scene.
- c. **RUN:** If a safe passage is available, leave the area immediately, to a pre-designated location well away from the building, assisting any residents, if possible. Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
- d. **HIDE:** If you are unable to safely leave the building, attempt to seek shelter in a nearby room, that is capable of being locked from the inside, assisting residents if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. **TRY NOT TO** hide under a desk or anywhere else that may impede your ability to move about or escape if necessary, unless there is nowhere else to go. Hiding under desks has proven to be ineffective.
- e. Remain quiet and hidden, until authorities give an "**ALL CLEAR.**"
- f. **Fight:** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, **FIGHT BACK!** Chairs, coffee cups, staplers, cellphones, pictures, chairs, etc., can be used as weapons, in an attempt to "take out" the shooter/intruder and defend yourself.

ALL staff should be trained on this procedure, just as with all emergency procedures, during initial orientation and at least annually thereafter. It is recommended that at least one annual drill be performed with all staff regarding this procedure.