

## **North Park University Campus Security Active Shooter Response Protocol**

Since most incidents are over within minutes, students, faculty, staff and Campus Security must be prepared to deal with the situation until first responders arrive. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you. What you do matters. And what you can do can save your own life and the lives of others.

In order to respond effectively and professionally to an Active Shooter incident, it is imperative that you first understand what members of our campus community are being instructed to do.

### ***How to Respond***

*In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:*

- 1. Run: If there is an accessible escape path, attempt to evacuate the premises.*
- 2. Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.*
- 3. Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.*

### ***Run***

*If there is an accessible escape path, attempt to evacuate the premises. Be sure to:*

- Warn individuals not to enter an area where the active shooter may be.*
- 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 9-1-1 and Campus Security 773-244-5600 when it is safe to do so*

### ***Calling the Police/Campus Security***

- *When safe to do so please call 9-1-1 and/or Campus Security 773-244-5600.*

*Be prepared to provide the call taker with as much information as possible, including:*

- *Location of the active shooter*
- *Number of shooters*
- *Physical description of shooters*
- *Number and type of weapons held by shooters*
- *Number of potential victims at the location*

### ***Hide***

- *If safe 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 or room with a closed and locked door).*
- *Not trap you 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.*
- *Close, cover, and move away from windows.*

## **Keeping Yourself Safe While Hiding**

- *If the active shooter is nearby:*
  - *Lock the door.*
  - *Silence your cell phone and/or pager. (Even the vibration setting can give away a hiding position.)*
  - *Hide behind large items (e.g., cabinets, desks).*
  - *Remain quiet.*
- *Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.*

## **Fight**

*Active resistance is a last resort and should only be used if potential victims are trapped in a room with an active shooter, there are already victims, and all other personal survival recommendations are no longer an option.*

- *Persons should:*
  - *Act as aggressively as possible against him/her.*
  - *Throw items and improvise weapons.*
  - *Yell.*
  - *Commit to your actions.*

## **What to Expect When Law Enforcement Arrives**

- *Their objective is to eliminate threat as soon as possible.*
- *They will first make environment safe and then help injured people.*
- *Expect to see different uniforms and/or plainclothes officers as units might be deployed from different departments (CPD, NEIU)*
- *Some officers will possibly be wearing/using tactical equipment like, vests, rifles and helmets.*
- *Officer will take command of situation by shouting orders and/or physically directing individuals to a safe place or the ground.*

## ***What to Do When Law Enforcement Arrives***

*When law enforcement officials arrive, it is important that you:*

- *Remain calm and follow instructions.*
- *Put down any items and immediately raise your hands while spreading your fingers.*
- *Avoid making any sudden movements.*
- *Keep your hands visible at all times.*
- *Avoid pointing, screaming, or yelling.*
- *Do not ask officers for help while you are being evacuated from the scene. Rescue personnel will be in a safe area to provide assistance.*

## **RESPONDING CAMPUS SECURITY OFFICERS**

1. Acknowledge the call and make sure the Campus Center dispatcher has called 9-1-1 and advise them to inform the 9-1-1 operator that there are ARMED Campus Security officers responding to the scene and to remain on the line with the operator.
2. Let the Campus Center dispatcher know that you are on the scene and to relay any additional information to the 9-1-1 operator.
3. As you arrive on the scene, you should also attempt to solicit a faculty or staff member and/or student/s to direct responding CPD officers to the correct building from a safe/secure location.
4. As you assess the situation, it will be your decision whether to assist in the evacuation and attempt to gain possible offender information to provide the responding CPD units.

**OR**

Respond to the location of the gunshots and attempt to eliminate or stop the threat before any additional harm can be done.

## **CAMPUS CENTER DISPATCHERS**

1. If you receive a call of an armed subject or an active shooter, you must try and get an exact location of the caller and a description of the subject (sex, race, clothing, height/weight) and type of weapon displayed. Try to obtain call back number of the caller if possible.
2. Immediately call 9-1-1 and tell them you have a report of an active shooter at \_\_\_\_\_ and that there are ARMED Campus Security officers responding to the location.
3. Keep the 9-1-1 operator on the phone so you can relay additional information as it becomes available.
4. Attempt to get someone to help you at the front desk (faculty, staff or student)
5. You will need to try and start a running log, either on paper, or by punching a dispatch card for every event.

Example:	Active Shooter call received	1:15
	9-1-1 notified	1:15
	Campus Security notified	1:15
	Campus Security on scene	1:19
	CPD on scene	1:20

6. You will also need to send out a Campus Alert (text message), with just the basic warning, "Active Shooter at \_\_\_\_\_. Please shelter in place until further notice."