

PROCEDURE LIT.2.01.13 ACTIVE SHOOTER RESPONSE

SCOPE: Faculty, Staff and Students

Lamar Institute of Technology (LIT) recognizes its commitment to the emotional and physical well-being of its, students, faculty, and staff. There is increasing concern, interest, and anxiety about active shooters on America's campuses. Members of LIT Campus Safety and Lamar Police Department (LUPD) are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation and determine the best course of action to take for the safety of the LIT community. LUPD will be responsible for all tactical operations and will call on area law enforcement agencies, fire-rescue, and EMS for assistance, as needed.

The LIT President, or in his/her absence the next Vice President in the chain of command, i.e. Provost/ Vice President for Instruction and Student Services or Vice President for Finance & Operations/CFO, will coordinate with the Lamar University Police Department.

1. First Responder Response

1.1. The immediate response of the first officers on scene is to take aggressive action to find and stop the shooter or shooters.

1.2. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life.

1.2.1. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter.

1.2.2. Rescue teams will follow shortly to aid you and others.

2. Civilian Response

2.1. The following protocol is sound and generally applicable but must be adapted to the specific situation. Bottom line, if you hear shots fired on campus, or if you see or know that an armed person is shooting people, protect yourself first – move to a safe location.

2.1.1. IF THE SHOOTER IS OUTSIDE YOUR BUILDING:

2.1.1.1. If you can do so safely, inform building occupants.

2.1.1.2. Close and lock your door and all windows. If you cannot lock the door, try to block the door with furniture.

2.1.1.3. Turn off all lights.

2.1.1.4. Close the blinds and stay away from the windows and doors.

2.1.1.5. Seek protective cover or lie on the floor.

2.1.1.6. Keep quiet and act as if no one is in the room.

2.1.1.7. Call 911 or 880-7777 and give your name, location, and any other detail that can be provided about the shooter(s), if possible.

2.1.1.8. Silence cell phones.

- 2.1.1.9. Do not answer the door or respond to commands until you are certain they are issued by a police officer. Ask the officer to place his ID under the door.
- 2.1.1.10. Wait for the police to assist you in getting out of the building.
- 2.1.2. IF THE SHOOTER IS IN YOUR BUILDING:
 - 2.1.2.1. Determine if the room you are in can be locked. If so, follow the directions above.
 - 2.1.2.2. If your room cannot be locked, move to a room that can, or exit the building – ONLY IF IT IS SAFE TO DO SO
 - 2.1.2.3. Notify anyone you may encounter to exit the building immediately.
 - 2.1.2.4. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movements that may cause the officer to mistake your actions for a threat. Try to stay calm.
 - 2.1.2.5. If you get out of the building and do not see a police officer, call 911 or 880-7777 and provide the dispatcher with the following information:
 - Your name
 - Location of the incident
 - Number of shooters, if known
 - Identification or description of shooter(s)
 - Your exact location
 - Injuries to anyone, if known
 - 2.1.2.6. If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door.
 - 2.1.2.7. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
 - 2.1.2.8. Silence cell phones.
 - 2.1.2.9. Cover door windows.
 - 2.1.2.10. If possible, place signs in exterior windows to identify the location of injured persons.
 - 2.1.2.11. Wait for the police to come and find you.
- 2.1.3. IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:
 - 2.1.3.1. If possible call 911 or 880-7777 and alert the police to the shooter's location;
 - 2.1.3.2. if you can't speak, leave the line open so the dispatcher can listen and try to pinpoint your location.
 - 2.1.3.3. If you can't escape, attempting to overpower the shooter(s) by force is a LAST RESORT.
 - 2.1.3.4. If the shooter(s) leaves the area, proceed immediately to a safer place, if possible.
 - 2.1.3.5. If you decide to flee, do not carry anything; move quickly and quietly, keep your hands visible, and follow the instructions of the police officers.
 - 2.1.3.6. Do not attempt to remove injured people; tell the authorities of their location as soon as possible.

- 2.1.3.7. The area will be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police dismiss you. If you do evacuate off campus, be prepared to return to campus once notified it is safe to do so.

Related Policies: LIT.2.01 Safe and Healthy Campus Environment

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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