Long Beach Community College District

Active Killer/Shooter Emergency Annex

December 12, 2017

Long Beach Community College District
Active Killer/Shooter Emergency Annex

Contents

Purpose 3
Applicability 3
Attachments 3
Definition 3
Roles and Responsibilities 3
Long Beach Police, City College Unit 3
District Communications 4
Dean of Students Affairs 4
The Deans of the College 4
Human Resources 4
Counseling Services 4
Incident Commander 4
Physical Plant/Facilities 4
Emergency Communications Team 4
Protocol 5
Attachment A: Prior to an Active Killer/Shooter Event 6
Encountering or Coping with Threats and Violence 6
For an angry or hostile person 6
For a person shouting, swearing, or threatening 6
For someone threatening you or others with a gun, knife, or other weapon 6
General Safety Tips 6
Attachment B: During an Active Killer/Shooter Event 7
Active Shooter Emergency Safety Guidelines 7
General Guidelines to Remember 7
Immediate Action 7
Securing the Area 9
Law Enforcement Response 9
LBCC Alerts 10
Attachment C Characteristics of an Active Killer/Shooter 11

Purpose

The purpose of the Active Killer/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 Long Beach Community College District College Liberal Arts Campus located at 4901 East Carson Street, Long Beach, CA 90808 and Pacific Coast Campus located at 1305 E. Pacific Coast Campus, Long Beach CA 90806.

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 Killer/Shooter Event
Attachment B:	During an Active Shooter Event – Active Killer/Shooter Emergency
Attachment C:	Characteristics of an Active Killer/Shooter

Definition

Active Killer/Shooter is defined as one or more subjects who participate in a random or systematic Killing/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

Long Beach Police, City College Unit

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

District Communications

- The Department of Communication and College Advancement is responsible for ongoing communications relative to the event.
- Responsible for issuing Alerts and updating the LBCC's website and social media sites.

Dean of Students Affairs

- The Dean of Students Affairs is responsible for assisting in the recognition of students at risk.
- Should a threat present itself, the Dean will call together the Behavioral Assessment Team (BAT) to review the situation. The team will consist of the Dean of Student Affairs, the Lieutenant of the LBPD College Police, the Director of Student Health & Student Life, Vice President, Student Support Services, Director of Business Support Services, Associate Vice President Human Resources, 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 Deans of the College

- 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 Affairs.
- Should a threat present itself, the Dean of Student Affairs will utilize the Behavioral Assessment Team (BAT) 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 Associate Vice President Human Resources will utilize the BAT to review the situation.
- Utilizing the Employee Assistance Program (EAP) for counseling resources.
- 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 the coordination regarding additional outside counseling resources that may be needed to assist students.

Incident Commander

- Activate the Emergency Response Plan

Physical Plant Operations

- Is responsible as necessary after the event, for the clean-up and restoration of facilities impacted / damaged in the course of any Active Killer/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 Long Beach Community College District Emergency Alerts and update the LBCC website and social media sites. They may be contacted during an Active Shooter incident and instructed to initiate a District Alert emergency message per the Emergency Plan.

- The Director of College Advancement, Public Affairs and Government Relations is responsible for administering the Long Beach Community College District emergency 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 College Public Safety Office either from a campus source, off-campus telephoned warning, or transfer from the Long Beach 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 LBPD Campus police will respond in the following way:
    - If a gun or weapon is found, the responding officer will follow appropriate protocol for removal of weapon.
    - If a person with a gun is on campus and is a danger to him/herself only, the responding officer will follow appropriate LBPD protocol for the situation.
    - If a person with a gun is a danger to others, the responding officer will notify the dispatcher and will follow the LBPD Active Shooter Protocol.
    - Notify the Chief of Police and the LBCC Police Liaison to activate LBCC Emergency Response Plan.
    - LBCC Police Liaison will notify Director of Business Support Services and if not available, the Executive Vice President.

- The Incident Commander will activate the Emergency Response Plan and designate a location to assemble the Emergency Response Team. LBCC's Police Liaison will respond to this location.

- The Emergency Response Team, when it is safe to do so, will coordinate recovery assistance to the victims and families, media information releases, and other appropriate action as necessary.

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, if available or code words).
- Do not make any calls yourself.
- Have someone call the Police X4910 or 911 for an emergency. You can also text to 911.

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
- Call or text 911 when safe to do so

General Safety Tips

- Whether working on campus or attending class, take ownership of making sure your location is safe
- Be aware of your surroundings, like location of exits, doorways, windows, phones, etc.
- Report suspicious persons to LBPD immediately
- Program the LBPD dispatch non-emergency number (562) 435-6711 into your cell phone.
- Be aware of the blue campus emergency phone locations

Attachment B:
During an Active Killer/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 killer/shooter, can occur on college grounds or within close proximity of the campus with little or no warning. An active killer/shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained. Active killer/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 killer/shooter situation, try to remain calm -- your actions will influence others, trust your instincts, and call or text 911 as soon as possible and when safe to do so.

The LBPD Campus Police along with other local and state police have adopted 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, hostile intruder, or a hazardous material release. When Shelter in Place is warranted, you will be appropriately advised by police, fire, safety or College officials via emergency alert notification system, college website, 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.

- 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 or text 911 or call (562) 435-6711. 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 police by dialing or texting 911. 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 911 dispatcher can quickly 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?

Treat the injured. The 911 dispatcher will notify law enforcement and other emergency services such as EMS, Fire and Rescue. EMS, Fire and Rescue will respond to the site, and may not be able to enter the area until it is secured by law enforcement. If possible, 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

Campus 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.

Long Beach Community College District Alerts:

A Long Beach Community College District Emergency 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 Long Beach Community College District Alerts communication methods which include text messaging, email, voice messaging.

- Depending on the available information, the initial message may inform you of where the incident is occurring. If no specific location is provided, the entire campus should be considered as 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 are to avoid the area.
- Communications of a non-emergency nature including the use of cell phones, land line phones, and the internet should be kept to a minimum during the event.

Once the incident has been resolved, you will receive an additional Long Beach Community College District Emergency Alert message to notify you of the incident status and provide further directions. In order to receive a Long Beach Community College District Emergency Alert text messages, be sure your Long Beach Community College District Alert contact information is up to date by visiting the Long Beach Community College District Viking Employee System (employee self service).

Attachment C
Characteristics of an Active Killer/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 large 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, theaters, 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 heavily armed, 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.