

Pine Technical and Community College Policy and Procedure

1.PTCC.10 Active Shooter/Armed Intruder

Chapter: 1 – College Organization and Administration

Date: 11/06/2013

Part 1: Purpose

To provide guidance in response to an active shooter/armed intruder incident and establish a procedure for an active shooter/armed intruder drill.

Part 2: Policy

The ability to respond appropriately in the event of an emergency event which threatens the safety of students, employees, staff and visitors and/or College operations is critical.

To that end, the College will develop a recommended response to an active shooter/armed intruder situation. This response will be communicated to the College community and practiced through an annual active shooter/armed intruder drill.

Both the response to emergencies and any drills will be coordinated by the Crisis Team.

Individuals from the Crisis Team will be assigned monitor duties to ensure that emergency and drill procedures are followed throughout the building.

Part 3: Procedure

A. Active Shooter/Armed Intruder

If any employee or student hears what they believe are gunshots or sees an armed intruder:

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended:

- Exit the building immediately
- Notify anyone you may encounter as you leave
- Notify the Police by calling 911



If exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office
- Close the door, lock, if possible, if you cannot, barricade the door with a desk, furniture or any heavy item
- Turn off lights
- Cover the door windows if applicable
- Spread out and hide
- Keep quiet and act as if no one is in the room
- DO NOT answer the door
- Notify the Police by calling 911. Silence cell phones
- Wait for the Police to assist you out of the building
- Follow all instructions and commands of the Police
- As a last resort, be as aggressive as you can, yell, throw things, use improvised weapons to distract and overcome the attacker.

Any employee with the ability to initiate the active shooter lockdown warning using the building paging and StarAlert system should do so.

B. Active Shooter/Armed Intruder Drill

The College will perform one Active Shooter/Armed Intruder drill each academic year.

The Crisis Team will be responsible for:

- Scheduling and carrying out the drill
- Coordinating with system office officials and local law enforcement
- Communicating with the campus community prior to and after the scheduled drill
- Providing guidance during the drill (please refer to Appendix A of Policy 109, Fire/Tornado Emergencies & Drills, for assigned monitor areas)
- Monitoring activities and evaluating the effectiveness of the drill
- Communicating the results of the drill to the college community

Responsibilities:

The Crisis Team is responsible for compliance with and monitoring of the Active Shooter/Armed Intruder procedure

It is the responsibility of the College and all employees to provide for the safety of themselves and others in case of actual disaster.



The Safety Committee will ensure that maps and proper evacuation routes are posted in each room.

Dissemination: To all faculty and staff.

Disseminate to all employees through the staff handbook and faculty rapid reference guide.
Disseminate to all students through the student handbook.

Instructions and phone numbers for all campus extensions will be placed at the LRTC circulation desk (Room 120), in the staff workroom (Room 32) and the LRTC workroom (Room 122).

Related Documents:

[Board Policy 5.24 Safety and Security Compliance](#)

Adoption: 08/31/2004

Last Reviewed: 11/06/2013

Next Review Date: 11/01/2018

Cabinet Approved: 11/06/2013

Custodian of Policy: Vice President of Administration

Policy History:

Date and Subject of Amendments:

05/14/2007

09/10/2007

11/06/2013