Active Aggressor Response Policy

I. PURPOSE

To provide the employees of the Department of Administrative Services (“DAS”) with clear, concise instructions on how to respond to an active aggressor or active threat within the agency or within any DAS owned facilities.

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II. POLICY

1.0 Applicability

1.1 EMPLOYEES: This policy applies to all DAS employees.

1.2 CONTRACTORS/VISITORS: This policy should be made available to contractors or visitors with a regular ongoing presence in DAS facilities.

2.0 Definitions

2.1 ACTIVE AGRESSOR: An individual who is actively engaged in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.

2.2 ACTIVE THREAT: An active threat is defined as any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to human life. Active threats can take many forms and may or may not have the intent of killing targeted people as quickly as possible. Traditional law enforcement responses to active threats will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

2.3 THREAT TYPES: Threat types may include active shooter, hostage/barricaded subject, sniper, suicide/homicide bomber, and/or known or suspected terrorist threat (biological/chemical threat).

3.0 Procedure

In the event of an active aggressor or active threat incident within any DAS facility, the primary mission is to take all necessary steps to immediately contain and stop any ongoing threat to human life. This mission will be accomplished through a specific response by the first law enforcement officer(s) to arrive on the scene but there are additional things that may need to occur before, during and/or after the law enforcement response.

3.1 NOTIFICATION TO LAW ENFORCEMENT: Upon discovery of an active aggressor or active threat situation, when safe to do so, anyone may notify law enforcement (9-1-1) and building security personnel, if possible.

3.2 NOTIFICATION TO EMPLOYEES: All DAS facilities are equipped with announcement system capabilities. An “Active Aggressor” broadcast will be made immediately following the discovery of the threat, describing the threat and the last known location of the aggressor. The same information will be disseminated through eNotify via calls, emails and text messages. Coordination of that communication (public announcements and e-Notify) will occur through the Director’s Office (Chief of Staff or Designee) and building security.

3.3 FLOOR WARDEN and EMPLOYEE RESPONSIBILITY: If possible, floor wardens should assist in directing employees within their section to either evacuate...
or shelter-in-place. Employees should consider finding and taking with them an object that may be used to defend themselves (i.e., an improvised weapon). Employees should ensure that any member of the public (non-employee) is permitted to accompany the employee(s) to the safe zone.

3.3.1 When possible and appropriate, security officers, a DAS Administrator or Manager, or a floor warden will meet and guide responding law enforcement officers to the location of the aggressor.

3.4 RUN/HIDE/FIGHT: During an active aggressor or active threat situation, DAS employees must also consider the following actions: RUN, HIDE, FIGHT.

3.4.1 **RUN** – if there is an acceptable path, attempt to evacuate the premises. Personnel should be instructed to:
- Call 9-1-1 when safe to do so.
- Have an escape route and plan in mind that takes them as far away from the attacker(s) as possible. Employees should familiarize themselves with the muster point identified on the Employee Emergency Response Card.
- Evacuate regardless of whether others agree to follow or remain.
- Leave belongings behind.
- Help others escape if possible.
- Alert individuals who are entering an area where the active aggressor may be.
- Keep hands visible for responding officers.
- Follow instructions of any law enforcement officer.
- Do not attempt to move wounded people.
- If evacuation is not possible, proceed immediately to the area designated as a “shelter” and contact 9-1-1. Provide the following information to the operator:
  - Location and description of the offender. Provide as detailed information as possible (e.g., race, gender, hair color, build, tattoos, clothing, etc.) and the last known location of the aggressor.
  - Number of attackers and weapons (e.g., rifles, handguns, knives, explosives, etc.).
  - Location and condition of the victim(s).

3.4.2 **HIDE** – Remain in place until contacted by law enforcement or circumstances dictate otherwise.
- If practical, allow any non-employees access to the safe zone.
- Your hiding place should be out of the active aggressor’s view. Provide protection if gun shots are fired in your direction (e.g., locating into a restroom or office and locking the door, staying as low as possible and remaining quiet and still) and not trapping or restricting yourself from movement.
- Lock the door, if possible, and have a person, such as a floor warden, designated to ensure the door is locked once everyone is in the safe zone.
• Block the doorway with heavy furniture if available.
• Silence your cell phone.
• Turn off any source of noise (e.g., radio, music player, etc.).
• Hide behind large items (e.g., cabinets, desks, doors, etc.).
• Remain quiet.
• Remain in place and stay hidden until you have determined that it is safe. If someone approaches the door and identifies themselves as a law enforcement officer, do not be tricked into talking back. Remain silent until you are able to confirm the authenticity of the claim.

3.4.3 FIGHT – Take action against the aggressor. As a last resort, and only when your life is in imminent danger, attempt to do the following:
• Disrupt and/or incapacitate the active aggressor by acting as aggressively as possible against him/her.
• Use improvised weapons.
• Scream/yell.
• Commit to your actions and follow through.

3.4.3.1 When evacuation and hiding are not possible, do the following:
• Remain calm.
• If possible, call 9-1-1 and alert law enforcement of the aggressor’s location.
• If you are unable to speak, leave the line open and allow the dispatcher to listen.
• Silence your phone to prevent alerting the aggressor.

3.5 LAW ENFORCEMENT RESPONSE: The goal of law enforcement is to locate, isolate and neutralize the aggressor as quickly as possible to prevent additional injuries or fatalities. In doing so, employees should anticipate that officers will arrive in force and will be armed with rifles, shotguns and handguns and could be wearing exterior body armor. Officers should be displaying some portion of the uniform or tactical gear identifying them as law enforcement officers.

3.5.1 Initially, the site of a violent incident will be secured as a crime scene. The first wave of officers will not stop to assist persons in need. A later group of officers and/or other emergency personnel will provide treatment and assistance.

3.6 REACTION TO LAW ENFORCEMENT: When law enforcement is present, it is important to:
• Remain calm and follow instructions from officers.
• Put down any items in your hands and raise your arms high.
• Keep hands visible at all times and avoid sudden movements toward officers.
• Avoid screaming, yelling or shouting.
• If asked questions by the officer, provide the information.
• Do not stop officers to ask questions; just follow their directions.
• Do not leave the scene until instructed to do so except as provided otherwise in this section.

3.7 “ALL-CLEAR” ISSUED: The “all-clear” announcement will be made when the situation has been contained and the scene is declared safe by law enforcement officials.

3.8 EMPLOYER RESPONSE: The health and well-being of DAS employees, contractors and customers is the priority. As soon as possible after law enforcement has relinquished command and control of the scene, DAS senior management, in conjunction with the facility administrator and the Office of Employee Services will develop information strategies to address questions related to the event from employees and their families.

4.0 Training

4.1 ANNUAL TRAINING: Employees of DAS shall receive annual online Active Aggressor Response Training. Additional training, such as tabletop exercises, may be conducted as well.

4.1.1 Following the issuance of this training, all current DAS employees are required to complete online Active Aggressor Response Training.

4.1.2 All newly hired employees of DAS are required to complete online Active Aggressor Response Training within 30 days of their hire date.

4.1.3 Additional training shall be made available to floor wardens, a designee from the Office of Employee Services and appropriate facilities/security personnel.

5.0 Employee Notification

5.1 E-NOTIFY: Employees will be notified of any active aggressor or active threat at any DAS facility through e-Notify. Communication may occur via email, phone call or text message.

5.1.1 E-Notify shall be tested annually.

5.1.2 Employees are responsible for ensuring the correct contact information is available in e-Notify.

5.2 PUBLIC ANNOUNCEMENT SYSTEMS: Alerts regarding an active aggressor or active threat shall be broadcast via a public announcement system in DAS facilities equipped with such a system.
5.2.1 Facility management and/or facility security shall be responsible for broadcasting an alert or assisting law enforcement with broadcasting an alert.

5.2.2 An alert shall include the nature of the threat and the last known location of the aggressor.

6.0 Worksite Specific Information

6.1 LOCATION SPECIFIC INFORMATION: Information specific to each worksite will be maintained in the Office of Employee Services and the Deputy Director’s Office for each respective division. Each division Deputy Director shall ensure employees of their division have received the Agency Policy and Employee Emergency Response Cards, which include worksite specific information, including safe room location(s).

6.2 FACILITY ASSESSMENT: All DAS facilities shall undergo an assessment to identify appropriate safe rooms and other underlying safety concerns.

6.3 OTHER FACILITIES: If you are permanently or frequently located at a worksite that is primarily non-DAS employees, please follow the guidance and direction provided by that facility with respect to active aggressors or active threats. For assistance obtaining such information, please contact the Office of Employee Services.

III. REVISION HISTORY

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<th>Description of Change</th>
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