 <b>KANSAS</b> <b>HEALTH SCIENCE</b> UNIVERSITY	Policy Title:	Active Shooter Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 4
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## 1. POLICY STATEMENT

This Active Shooter Policy promotes campus safety for the Kansas Health Science University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM) and provides protocol in an Active Shooter situation. Active Shooter situations are unpredictable and evolve quickly and, therefore, require a response tailored to the specific situation. Typically, the deployment of law enforcement and/or Campus Security is required to stop the shooting and mitigate harm to victims. The provisions of this Policy will assist individuals in taking appropriate action to provide for the safety of all students, employees, faculty, and visitors of KHSU-KansasCOM.

## 2. PURPOSE

This Policy aims to provide a protocol to mentally and physically prepare members of the KHSU-KansasCOM community to deal with an Active Shooter situation by providing KHSU-KansasCOM's position regarding planning, training, and responding to an emergency Active Shooter situation.

## 3. APPLICABILITY

All KHSU-KansasCOM employees, students, and visitors.

## 4. DEFINITIONS

### 4.1 Active Shooter

An Active Shooter is a person or persons actively engaged in injuring, killing, or attempting to injure or kill people in a confined or populated area; in most cases, Active Shooters use firearms, and there is no pattern or method to their selection of victims.

### 4.2 RAVE Alert

RAVE Alert is KHSU-KansasCOM's mass notification system, enabling Campus Security and Administrators to send instant messages concerning an ongoing emergency and provide instructions and information concerning the emergency.

## 5. PROCEDURES


### 5.1 Call 9-1-1

All Active Shooter situations must be reported immediately to local authorities by calling 9-1-1. Call 9-1-1 and provide as much information as possible when it is safe to do so. You will likely be asked for your location, the nature of the emergency, information about the Active Shooter, victims, potential injuries, or any other suspicious activity, and your name and contact information. You must remain on the line until the dispatcher ends the call. If it is safe to do so, do not hesitate to follow the Run, Hide, Fight procedures while on the call with 9-1-1.

If you are confident that the situation does not pose an immediate risk to life or safety, but you are still uncomfortable, you can contact Campus Security.

### 5.2 RAVE Alerts

When adequate and credible information is available, Campus Security will send out a campus-wide RAVE Alert warning all students, faculty, and employees about the Active Shooter situation. The message will inform students, faculty, and employees

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to deploy the run, hide, and fight procedures described below if they are on campus and warn those who are not on campus to stay away.

### 5.3 RUN – HIDE – FIGHT

Active shooter situations are unpredictable and evolve quickly. If you hear shots fired on campus or witness an armed person shooting or threatening people, immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "RUN, HIDE, or FIGHT" protocol. Faculty and staff must remember that students will tend to follow their lead.

#### 5.3.1 Run: Evacuate if possible.

- If there is considerable distance between you and the Active Shooter and gunfire, there is an accessible escape path, and you feel it is safe to leave, quickly move away from the sound of the gunfire or the Active Shooter, and exit the building or area immediately. Know ahead of time where all exits are located. Find the nearest exit, get out of the building, and get away from campus.
- Leave your belongings behind.
- There are two stairway exits on each floor (east and west sides of the building). Both stairways will lead you to the first floor, where you can escape the building from one of the four (4) exit doors that lead outside. Keep in mind that the east stairway has an exit to the exterior of the building leading into the alley.
- Taking the elevators may be an avenue of escape, but not if you are unsure where the Active Shooter is located. You must make the best decision for you.
- Take others with you, but do not stay behind because others will not go.
- Once outside the building, you may encounter responding police. Do not be shocked if the police point a weapon in your direction. Until the police identify and search you, they do not know if you are the shooter exiting. Drop anything you are carrying, raise your hands, palms forward and open, fingers spread, and keep your hands visible. Do exactly what the police tell you to do.
- If law enforcement is not on the scene, call 9-1-1 when it is safe to do so. Do not assume that someone else has reported the incident. The information you can provide law enforcement may be critical, e.g., the number of Active Shooters, physical description, clothing, number and type(s) of weapons, and Active Shooter's location.
- Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene. Police do not want anyone to leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

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### 5.3.2 Hide: Hide silently in as safe a place as possible.


- If the shooter is near you and you cannot evacuate safely, hide in an area out of the Active Shooter's view.
- Choose a hiding place with few windows, if possible. If you are with others, spread out, and do not bunch up in one place.
- Lock doors and barricade with furniture or other heavy objects, if possible.
- Turn off the lights.
- Silence phones and turn off other electronics. If possible, without alerting the shooter to your location, call 9-1-1 and tell the dispatcher your location and the shooter's location.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire, such as a brick wall, large trees, or buildings.
- Remain in place until you receive an "all clear" signal from the campus alert system, Campus Security, or the police.

### 5.3.3 Fight: Take action to disrupt or incapacitate the shooter.

- As a last resort, fight. If you cannot evacuate or hide safely, and only when your life is in imminent danger, act.
- Attempt to incapacitate or disrupt the actions of the Active Shooter.
- Act with physical aggression toward the Active Shooter.
- Use items in your area, such as fire extinguishers, chairs, or any heavy object that you can wield to strike or jab the Active Shooter.
- Throwing heavy objects such as textbooks at the shooter can be effective, but not always.
- Call 9-1-1 when it is safe to do so.

## 5.4 What to Expect From the Police

- Police officers and/or Campus Security responding to an Active Shooter are trained to proceed immediately to the area where the shots were last heard; their purpose is to neutralize the Active Shooter and stop the shooting as quickly as possible. The first responding officers may be from different police agencies dressed in different uniforms. They may even be wearing civilian clothes and an external bulletproof vest. Do not grab at them as they pass your location.
- Regardless of how officers appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages you are carrying and keep your hands visible.
- Tell the officers where the Active Shooter is, and, if you are able, provide a description of the Active Shooter.

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The first officers to arrive will not stop to aid injured victims. Rescue teams will follow shortly after the first responding officers enter the area. They will attend to the injured and remove everyone safely from the area once it is safe to do so.

### 5.5 After-Action Report

All Campus Security officers involved in the Active Shooter incident shall complete reports describing the incident, their observations, and their actions during and after the incident. The Executive Director for Facilities, Security, and Administrative Services shall coordinate the reports.

### 5.6 Media and Press

KHSU-KansasCOM leadership will provide a public response to an Active Shooter incident according to *Media Relations and Communication Policy* provisions.

### 5.7 Active Shooter Training

The KHSU-KansasCOM Security Department will provide Active Shooter training to all employees and students annually.

## 6. RELATED DOCUMENTS

- Campus Lockdown Policy
- Building Evacuation Policy
- Workplace Violence Policy
- Firearms, Explosives and Weapons Policy
- Visitor Policy
- Media Relations and Communication Policy

## 7. CONTACTS

- Executive Director for Facilities, Security, and Administrative Services
- Chief Financial Officer