Scenario

- 9:25 AM, a regular class day, and Campus Safety gets a phone call regarding students screaming and running from the Sciences building
Additional calls come in, but Campus Safety does not know if there’s a man with a gun, or someone is actually shot. Could it be an off-duty officer with a concealed handgun?
Some questions to ask….

• Is a “man with a gun” the same as an “active shooter”? 
• Are off-duty officers allowed to carry a concealed weapon on campus? 
• If an active threat report comes in, should an e2campus alert be sent to the college community?
Campus Safety arrives, and confirms an Active Shooter event

- What can Campus Security do?
- Let’s list their duties:
  - Confirm the incident
  - Initiate an alert to the community
  - Secure the building(s) – get people out as they go after the shooter
  - Get first responders to the scene quickly
  - Set up Incident Command (ICP) in a safe location
The Science Building is surrounded by Safety & Security officers and Facilities employees (to keep people from going in), and most occupants self-evacuate.

- 1. Where is the shooter(s)? What type of weapon?
- 2. How many are injured?
- 3. Is it safe to approach the injured?
- 4. Do we have enough information to send an alert?
A Timely Warning must be sent:

• 1. When the incident is confirmed
• 2. When the risk to the community is significant and ongoing
  • Who decides to send it, and how? Decide now....
  • We can use the words “report of a shooting” in case it’s NOT confirmed
A Sample Alert:

• “Active shooter reported in Science Building at ACC. Take run, hide, fight action. Do not come to campus”
Social Media Lights Up

- Parents calling the college emergency number
- Parents driving right to the scene
- Media coming on campus
- Misinformation is everywhere: additional suspects on the loose? More injured on campus?
At some point, the incident will end:

• The suspect is captured or neutralized
• The injured have to be taken care of
• The crime scene must be protected
• Students and employees need to be reunited with families
• Educational and business decisions have to be made
• Plans for COOP have to be made
Within an hour, the President asks the Crisis Team to gather

- What will the Crisis Team do to support the Incident Command Post and help the college to cope with the incident?
1. Let’s work the problem

- What room will be used for the team to meet? Does it have phones, computers and white boards? Is it easily accessible to first responders?
- Is there a back-up location outside the campus buildings? What resources are at that location?
- How do we notify the team of the meeting room location?
2. Defining the **Tasks** of the Team

- The Incident Manager, backup and Recorder should get together to define (list) all the tasks:
  - Who is in charge, and what decisions need to be made?
  - What must be done (priority, or routine)
  - Do we need the entire team to respond and participate at this point?
What are our tasks in this scenario?

• 1.
• 2.
• 3.
• 3.
• 3.
• 5.
• 6.
• 7.
2. **ORGANIZE** your Team

- EOC Manager (Incident Commander)
- Incident Recorder (could also be the EOC Manager backup)
- PIO – Public Information
- Logistics Officer
- Operations officer / Planning Officer
- Budget/Fiscal Officer
- Safety officer and/or Security officer
- First Aid Officer
- Liaison (county command post and/or Executive Team)
3. **DELEGATE** tasks

- Each section leader (officer) gets a list of tasks
- The section leader calls his/her team together and delegates tasks (or directs activity by phone)
- Each section leader is told how and when to report back to the EOC Manager with an update
Team Support

• Each Officer has a contact list of persons who can assist (will likely be elsewhere on campus):
  • Search student and employee records for contact information
  • Assist with first aid; facilities, or security issues
  • Serve as ‘labor’ to be defined by each emergency
In this exercise,

• The EOC Manager takes charge
  • What does the Manager do in this exercise?
    • What room is used? How is the incident tracked? How are assigned members and activities tracked?
The Incident Recorder

- Attached to the EOC Manager the entire time
  - Keeps Records: Assignments given; times; information and intelligence reported to and from the field
  - Stands in for the EOC Manager if needed
The Incident Recorder

• What’s the best way to collect and record information, incoming and outgoing, during the crisis?

• Use the spreadsheet on the projector to track activity
  • + precedes directions given out
  • - precedes information reported back to the EOC
Public Information Officer

• Meets with and deals with media reps
• Gathers and prepares information for release
• Works with the County PIO, may yield to them
• Works closely with the executive team
PIO

• Reporters start coming to campus, and are trying to get into the building
• How do you contain them?
• What are the rules?
• What information can you give them? How often?
Liaison Officer

- Works in the County Unified Command Post, and coordinates via radio or phone with the College EOC
- May maintain communications with the Incident Command Post, EOC or Executive Team, as needed
- Gathers contact information for other agencies, including cell phones and email addresses
Liaison Officer

• The County Command Post arrives, and calls for a team member to come to the CP
  • How do you communicate with the college EOC?
  • Do you have access to a hand-held radio? Or cell phone?
  • What information might you trade?
Operations Officer

- Works with Incident Command to handle the emergency
  - Cleanup and remediation, property recovery (decontamination?)
  - Facilities issues
  - Building security (if needed)
  - Traffic control and campus access
Operations Officer

• How could you best secure your campus buildings?
• If you had to control campus access, what supplies & people do you have? Cones? Barricades? Tape?
• Where would you safeguard personal property, and how might you locate the owners?
• What PPE equipment do you have available to limit personal exposure during cleanup?
Logistics Officer

• Handles all the supply and support functions:
  • Equipment and supplies
  • Food and water
  • Accommodations for employees
  • Items to resolve the emergency (cones; barricades; traffic poles; signs; etc)
Logistics Officer

• What supplies and materials might be needed for this emergency?
• Do you have a P-Card and transportation if needed?
• What limits (on purchases) do you need to consider?
• Are there any purchase-tracking issues to consider?
Budget/Finance Officer

• Obtains funding and supplies as needed; tracks major expenses
  • Food; equipment; P-Card; unusual purchases
  • Works with HR to coordinate Overtime; FLSA and W/Comp issues
Budget/Finance Officer

• Which team members might you be working with?
• What logistical and tracking issues might you expect?
• Are there any purchasing exceptions that apply during an emergency? Extra work required?
Student Reunification Officer

- IF students or employees need to be picked up, due to trauma or lack of keys/transportation, this member sets up the Request Gate and Reunification Gate
  - Requires access to student and employee records
  - Paper record-keeping
  - Strict control of the process to avoid confusion and incomplete records
- Who is your team?
Student Reunification

• Where might you set up to have families report to ask for their students? (Request Gate)
• How would you publicize this?
• What student records can you access on-the-fly?
• Where is the Pick-up location? (Release Gate)
• Do you have any rules about student release to non-family members, if under 18?
• What is your tracking process?
First Aid Officer

• Gathers other trained staff to:
  • Locate and open treatment rooms (lab beds?)
  • Gather supplies
  • Account for first aid services provided
  • Gather personal and medical information
  • Protect patient confidentiality
First Aid Officer (presuming 10 students have serious-to-moderate injuries)

- How will you contact your team?
- Where will you meet?
- What treatment areas are available for injured, or traumatized, students?
- What beds or cots are available?
- What medical supplies are available?
- How will you track treatment and family notification?
Safety Officer

- Monitors condition at the scene for safety issues and environment
- Monitors employee health and environmental exposure
- Accounts for the condition of individual workers; changes work conditions as needed. Orders breaks and replacements
- Obtains safety equipment as needed
Other Sections/Tasks?

• **Student care?** (emotional trauma)
• **Student records?** (credit and non-credit, contact information)
• **Transportation?** (students and employees with no rides)
• **Personal property recovery, decontamination**
• **Planning?** (for the COOP Plan, recovery)
This is how it happens...

- We gather and make a **TASK** List
- We **ORGANIZE** the team members who show up
- We **DELEGATE** tasks to section leaders (officers)
- We **RECORD** information, in and out, for later evaluation
- We **CARE** for our team members
- And we **limit liability** for the college by being proactive.

*Any comments or questions?*