



EMERGENCY PLAN for ACTIVE SHOOTER RESPONSE

This plan serves as a resource and guideline for EMPLOYEES and ALL PRESENT during active shooter incidents on campus.

SUMMARY:

It is the policy of Delgado Community College to provide an emergency response plan to alert all students, faculty, staff and visitors that an active shooter appears to be actively engaged in shooting on campus, killing or attempting to kill people on the campus. This plan serves only as a guideline for employees and all present during the incident.

DEFINITION:

Active Shooter – For purposes of this policy, an active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill persons on a Delgado campus or site.

In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

PURPOSE:

The objective of this plan is to provide safety and guidance to Delgado employees in the event an individual is actively shooting people on the campus.

1. Initial Response to an Active Shooter

The first employee to identify an active shooter situation should:

- Immediately call "911" and say the following: "Delgado Community College (*Name of Campus/Site*), we have an active shooter," the location, number of persons injured, last known direction of the shooter, description of the suspect, and number/types of weapons.
- Call the Campus Police Dispatcher at 504-671-6111 and state: "Active Shooter," give location of the incident, description of the person(s) with the weapon, type of weapon(s) if known. If known, state the location of the shooter and/or direction of travel of the shooter.
- If safe to do, immediately evacuate all students, faculty, staff and visitors in your location away from the building or area where the shooter is located. Leave all personal belongings behind.

The Campus Police Dispatcher/ Operator upon notification shall:

- Notify all campus police officers of the active shooter via police radio of the location, physical and clothing description, how many subjects and type of weapons. Ensure that the command staff is notified.
- Notify NOPD via 911 and advise of the location, physical and clothing description, how many subjects and type of weapons.
- Immediately send out Delgado /Omni Alert
- Ensure the Dispatch Office is locked and secured.
- Via video surveillance locate the subject and provide officers with additional information, such as physical description, location and types of weapon.
- Advise the 911 Operator that DCCPD uniformed officer(s) are in the area.

The first Campus Police Officer to arrive on the scene shall:

- Secure the area and communicate to all officers and dispatcher via the police radio: Location and description of the shooter(s), Number of victims and/or hostages and type and number of weapons.
- Assess the situation (use all safety precautions) and will be the on-scene commander, directing officers to locate, and eliminate the threat. Waiting on a ranking officer is not an option.
- If a higher rank arrives prior to assessment, that ranking officer will become the scene commander.
- Once the perpetrator is located it is imperative that all efforts are made to preserve lives.
- Must utilize radio earbuds to maintain radio silence.
- Ensure cell phones are silenced.
- Use all safety precautions to prevent additional harm, preserve lives and eliminate the threat as soon as possible.
- If or when NOPD arrives there is an immediate transfer of command and NOPD becomes the primary or lead agency.

2. Recommended Employee Response to Active Shooter

If an active shooter comes in your area or enters your classroom, office, or meeting room, you should:

- Try to remain calm.
- Try not to do anything that will provoke the shooter(s).
- If safe to do so run, evacuate the location and go to a safe location.
- If there is no possibility of escaping, hide behind something that will conceal you from the shooter(s)'s view, and preferably something very solid that will cover you and possibly stop a projectile.
- Go to a room that can be locked and barricade the doors or windows.
- Turn the lights off, turn phone to silent, close blinds and block windows.
- Only as a last resort when your life is in imminent danger you should make a personal choice to attempt to negotiate with or overpower the shooter(s)
- If the shooter(s) leaves the area, vacate the location, and go to another floor or safer location, and if possible leave the building and proceed to a safe area.
- If you can't leave the area, barricade the room to prevent re-entry.
- Again, if safe to do so run, leave the building and go to another safe location.

- Warn other staff, visitors, and students to immediately take shelter or vacate the campus.
- Silence cell phones, radios and any other devices that emit sound.
- Keep out of sight and take adequate cover/protection (i.e., concrete walls, desks, filing cabinets).

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the shooter(s) or the sound of gunshots and/or explosions.
- Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.).
- Call "911" and give location and description of shooter(s) to the dispatcher.

3. Employee Response to Notification of an Active Shooter on Campus

- Immediately evacuate.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave any personal belongings behind.
- Call "911" once you are safe.
- Hide out and find protection: Hide behind locked doors and heavy furniture and away from windows.
- Turn off lights.
- Silence cell phones and any other sources of noise
- Call "911" if possible, and leave the line open to allow the dispatcher to listen.
- Remain quiet.
- Take Action against the active shooter(s) ONLY when your life is in imminent danger.
- *If you choose to take action:*
 - It is CRUCIAL you commit to your actions when you attempt to disrupt, incapacitate and get control of the shooter's hands – HANDS KILL.
 - Act as aggressively as possible against the active shooter.
 - Throw items/improvise with weapons, such as chairs or clipboards.

4. Employee Protocol When Law Enforcement Arrives:

- Keep your hands above your head and visible at ALL times. Remember HANDS KILL.
- Do EXACTLY what the Law Enforcement Officers say.
- Do NOT run toward officers unless told to do so.
- Officers will NOT stop to aid the wounded.
- The Officer's job is to STOP the active shooter(s).
- Officers usually arrive in teams of four, two, and sometimes one officer, and may be heavily armed, wearing ballistic gear, and shouting commands at you.
- Officers may push you to the ground for safety.
- Do not interrupt the officers' mission to stop the shooter(s).
- Put down any items in your hands.

- Do not ask officers for directions.
- Just proceed to exit in the direction from which the officers are entering the premises (if safe to do so).

5. **What Employees Can Expect When Threat Has Been Resolved:**

Employees on site WILL BE interviewed by LAW ENFORCEMENT ONCE YOU HAVE EXITED TO A SAFE PLACE.

Employees will be ASKED QUESTIONS AT THE END OF THE INCIDENT. Give the following information to the Police and/or SWAT Team after they arrive following the incident.

- Number, location and description of shooter(s).
- Number of victims and/or hostages.
- Type and number of weapons.
- Keys, floor plans and phone numbers for each area.
- **Do not** speak with the media. The College's [Crisis Communication Plan](#) will be activated, and you are not authorized to speak with the media on behalf of the College. Only the Chancellor or designee approve those who speak to the media.
- Plan for a situation that may take several hours to resolve.
- While the violence may be over quickly, there may be an extensive crime scene that covers a wide area.

6. **The College's Chief Communications Officer shall:**

- Assemble and coordinate a Unified Coordination Group (UCG) for the College to assess the situation and obtain accurate information before making any statements to the media. The UCG is comprised of senior college leaders and applies unified, logical, and best practices regarding decisions made during and in the aftermath of any severe or catastrophic event on any campus/site. The UCG will obtain facts and pertinent information that will be used to brief the media. The College's UCG's membership shall include:
 - College Chancellor
 - All Vice Chancellors
 - Chief Communications Officer
 - Designated Public Information Officer (PIO), which is the individual identified by the Chancellor for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident-related information requirements.
 - Chief of Campus Police
 - Any other individuals appointed by the Chancellor
- Establish a student and family reunification center in a safe location and work with the Campus Police's Incident Commander, Human Resources and the designated PIO to coordinate a safe location where family members can stand by and wait for their loved ones.
- Set up a 1-800 Number that family members can call in to get information on their family member, and students can call in to notify the campus and family that they are safe.

For more information, see [Delgado's Emergency Planning, Response and Recovery Policy](#)

- Supply the Campus Command Center/ Unified Coordination Group with accurate and verified list of injuries or fatalities. Estimates, inaccurate or unsubstantiated information must not be provided under any circumstances.

7. When the Incident is No Longer a Threat, Campus Police shall:

- Assign a ranking officer to set up a staging area for responding law enforcement agencies in a safe area near but not at the scene of the incident.
- Have a Police Officer meet with responding Officers and Federal Authorities and escort them to the incident.
- Assign additional staff such as a parking enforcement officer to control access to the area as directed by Police.
- Identify witnesses, separate them from one another, and escort them to separate rooms to wait for police interviews.
- Delgado Campus Police shall hand over the jurisdiction of the event to Law Enforcement when they arrive.
- Delgado Campus Police Officers shall follow all reasonable directions by Law Enforcement when they arrive, even when asked to leave the area.
- Delgado Campus Police Officers shall keep staff, visitors and patients away from the area until the situation is resolved.
- As appropriate, Law Enforcement personnel, the Incident Commander and/or a College Administrator designated by the College Chancellor shall:

Make notifications of the "Active Shooter Incident All Clear" when all threats are stopped and when all areas are clear and safe.