



Active Shooter Community Guidelines

What is an Active Shooter?

An active shooter is a person who is actively engaged in killing or attempting to kill people in a confined and populated area. Lone Star College Police Department and its law enforcement partners will deploy to the area of an active shooter **with the primary goal of stopping the shooter**. The following guidelines will describe recommended actions for members of the Lone Star College community who encounter an active shooter situation and explain what to expect from responding officers.

You Should Know...

An active shooter incident can occur under a variety of circumstances, so one guideline cannot cover specific actions to take in every situation. Even so, being familiar with these guidelines can help you to plan your own survival strategy in a variety of incidents.

An Active Shooter is Outside of Your Area

1. If you can get out of the area safely, then do so. Tell as many people as possible to do the same as you exit.
2. If you cannot get out, proceed to a room that can be locked. On your way to the room, tell as many people as possible to do the same. Lock all doors, pull down window blinds/shades, and turn off the lights. Silence your cell phones and spread out away from the door.
 - a) Once you are locked in, have one person in the room call 281-290-5911 (or 911) and be prepared to advise the Dispatcher...
 - Your location
 - Your name
 - Number of people in the room with you
 - Information you may have on the shooter
 - b) Unless you can find an avenue of safe escape, remain in the room until physically escorted by first responders to exit. Do not respond to voice commands (not associated with the physical presence of a confirmed first responder) or fire alarms as this could be a ploy by the shooter to lure you out of hiding.



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- c) Officers will enter your building and check each room. If you have not been contacted within one hour of locking yourself in the room, call 281-290-5911 for further instructions.

- d) To track updates on the situation, consider following @lonestarcollge or @LSCTopCop on *Twitter* and Lone Star College on *Facebook*. Additionally, periodic updates will be provided via text and email through the Lone Star College Alert System. For more information on Lone Star College Alert and how to make sure your contact information is updated, go to: <http://www.lonestar.edu/LoneStarCollegeAlert.htm>

An Active Shooter Enters your Office or Classroom

1. Try to remain calm and call 281-290-5911 or 911, if possible. If you are unable to speak, leave the phone line open so that dispatchers can hear what is taking place.
2. Try to escape or hide in a secure area.
3. If you cannot escape or hide, you may have to overpower the shooter with force. This is not the time to hesitate. Act swiftly and violently. Use whatever you have at your disposal.

Exiting a Building Safely

1. Always know multiple exit routes from any area you occupy. This is something you should determine in advance in case of emergency.
2. Do not attempt to carry anything with you while fleeing.
3. Move quickly and keep your hands visible as you exit the building, especially if you see a police officer.
4. Do not attempt to treat or remove injured people, but note their locations so that you may provide that information to emergency responders outside the building.
5. Proceed to a safe location, but do not leave campus unless absolutely necessary. A safe zone will be identified for you to reunite with coworkers and loved ones. The campus is in crisis and may be able to use your assistance in the safe zone.
6. **At all times**, comply with commands from law enforcement officers.



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What You Should Expect from Responding Officers

Police officers responding to an active shooter may be wearing regular uniforms or may have special tactical gear, but will be clearly identified as law enforcement officers.

Unlike a normal situation, where officers stop to assist the wounded, responding officers to an active shooter are trained to proceed immediately to the area where shooting is taking place **AND TO TAKE OUT THE SHOOTER**. If you are injured, first responding officers will NOT stop to assist you. Do not attempt to grab responding officers or interface with responding officers unless they speak to you first. Always keep your hands visible to the responding officers so they do not perceive you as a threat.

If you have a firearm in your hand, it is vital that you drop it upon seeing police officers. In such a dynamic situation, someone carrying a firearm can easily be mistaken for the shooter and be shot.

When officers enter your room, do not expect them to be cordial or polite. This is a high risk situation. Officers will be yelling commands and will need to "clear the room". This means there is a high likelihood, that you may be frisked, ordered to stand or sit near a wall with your hands on the wall, and perhaps even handcuffed until the officers are certain you do not pose a threat to the community or them. It is important that you cooperate with officer commands and do not argue.

If such an event occurs, it will take time to clear the campus. So be patient. You may be locked down for several hours. Once the scene is made safe, another group of officers and/or tactical medics will follow to provide medical assistance. Remain calm and comply with all commands from first responders.

What to Report?

It is always a good idea to have the LSC Police Department 24-hour dispatch number programmed into your phone: **281-290-5911**

When contacting police dispatch, be ready to provide:

- Your specific location/building name and office/room number
- Number of people at your specific location
- Injuries and the number injured, types of injuries



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- Assailant(s) location, number of suspects, race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooter's identity if known, etc.

How to Prepare?

No one wants to believe that an active shooter situation will happen to them. That being said, they are becoming more common and it is important for you to run such scenarios through your mind. How would you respond at school, the office, or any other public places you frequent? You should already have a plan in your head and visualize yourself successfully fulfilling the plan for escaping the premises (RUN), locking down on the premises (HIDE), or if you cannot do either of those, having to battle the shooter (FIGHT). See yourself **WINNING!** Visualization is a proven technique to help you address a situation you may never have physically experienced.

The Lone Star College Police Department teaches Active Shooter Response Training every major semester. We publicize these events on campus. Attend these regularly to help develop your reactive response.

You should also view the *RUN, HIDE, FIGHT* video that is linked from the Police Department website at www.lonestar.edu/police. On the right hand side of the web page, look for Safety Videos.

Conclusion

The Lone Star College Police Department wants you to be prepared for this worst case scenario. That being said, we are doing everything in our power to limit our susceptibility to an active shooter. We conduct active and visible patrols at all Lone Star College campuses and centers. We take part in Behavioral Intervention Teams at each campus. We work with our intelligence and law enforcement partners to identify and investigate threats to our community. We train our officers in active shooter response tactics. We ask that you report all suspicious behavior to us immediately at [281-290-5911](tel:281-290-5911).

The Lone Star College Police Department is a 24-hour, full service state law enforcement agency.

LSC Police Mission / Values: *It is our mission to provide a safe and secure environment where education can thrive.*

*Serving Focused • Seek Excellence • Build Trust through Integrity
Leave Nothing to Chance • Preserve Dignity*