



## ACTIVE SHOOTER AWARENESS

### *Classroom Information Guide*

Active Shooter incidents are becoming more frequent in our country and on our college and university campuses. Should such an incident occur, the instructor is asked to assist in keeping our students safe. There will be panic and confusion during such an incident. However, it is important to remain calm and follow the listed guidelines below. These guidelines can be completed in any order or by any designee assisting faculty in securing the classroom.

### GET OUT

- IF YOU DECIDE TO FLEE, MAKE SURE YOU CAN DO IT SAFELY AND HAVE AN ESCAPE ROUTE AND PLAN IN MIND. **USE THE PLAN YOU CREATED IN YOUR CLASSROOM SAFETY BROCHURE.**

### CALL OUT

- CALL PUBLIC SAFETY AT **704-637-4000** AND LOCAL LAW ENFORCEMENT AT **911.**

### HIDE OUT

- GET EVERYONE TO LIE **DOWN** AWAY FROM WINDOWS OR "FIELDS OF FIRE"
- **SILENCE** CELL PHONES, CLOSE BLINDS, TURN OFF LIGHTS, STAY ON FLOOR, AND DO NOT PEEK OUT DOORS OR WINDOWS.
- **SPREAD OUT.** HUDDLING TOGETHER MAKES FOR A BETTER TARGET.
- IF IN A HALLWAY, LOOK FOR AN UNLOCKED ROOM TO **HIDE** IN.

### KEEP OUT

- LOCK CLASSROOM DOORS IF POSSIBLE, BARRICADE WITH DESKS OR TABLES.
- DO NOT PULL FIRE ALARMS OR EVACUATE ROOMS OR BUILDINGS... UNLESS DIRECTED BY EMERGENCY PERSONNEL.
- **ONCE SECURE, DO NOT OPEN DOOR UNTIL ALL CLEAR IS GIVEN BY EMERGENCY PERSONNEL OR CATAWBALERTS.**
- FOLLOW DIRECTIONS FROM **CATAWBALERTS** .

### TAKE OUT

- CONFRONTING SHOOTER SHOULD BE CONSIDERED THE VERY LAST RESORT.
- **IF THERE IS ABSOLUTELY NO OTHER OPPORTUNITY FOR ESCAPE OR SURVIVAL.**
- YOU MUST BE COMMITTED TO THIS ACTION.

Additional information on Active Shooter Response can be found at [www.catawba.edu/emergency](http://www.catawba.edu/emergency).

## Procedure for Campus Active Shooter

...There is a Firearms/Shooting Incident

**NOTE:** An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact Public Safety at ext. 4000 or (704)-637-4000. You may also call Salisbury Police by dialing 911. Remember if you dial 911 from a Catawba College landline you must dial 9-911.

### **DEVELOP A SURVIVAL MINDSET**

Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, "What if?" questions and develop a plan.

### **IN AN ACTIVE SHOOTER EMERGENCY**

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- Get away: Can you safely escape?
- Hide: Is there a good place to hide?
- Confront: Will you take out the shooter?

### **GETTING OUT**

- If you can and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.

### **HIDING IN A SAFE PLACE**

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects. Do not use your body to barricade the door.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Do not respond to people knocking on the door after it has been secured. The individual could be the shooter or the shooter may have taken that person hostage.
- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

## **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

## **IF SUSPECT AN ACTIVE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM**

- Try to remain calm. Dial 911; leave the line open so the dispatcher can listen to what is taking place.
- If there is no opportunity for escape or hiding, it may be possible to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered the last resort.

## **HELP OUT**

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm

## **CALLING FOR HELP**

- If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.
- On Campus: call the Office of Public Safety at (704)637-4000. Or Dial 911.
- Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.
- Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

During your call to authorities, you will be asked questions, such as:

- What exactly is happening and how do you know? Is it still happening?
- Where is the suspect now? What was his/her last known direction of travel?
- Are there any wounded and how many?
- What is the specific location of occurrence?
- What types of weapons were used? Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:
  - Rifle

- Shotgun
- Handgun: revolver or automatic
- Ammunition: Describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)
- Knife or other dangerous weapons.
- Explosive device: Give specific description.
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.

#### **WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

#### **IN THE EVENT THAT THERE ARE HOSTAGES**

Call Public Safety or 911 and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailants, if known
- Any description of assailants and weapons
- Any demands made by the assailant/s
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate area to a safer location.
- If possible provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

## Active Shooter FAQ

### *What steps is Catawba College taking to provide safe classrooms?*

While no institution can guarantee absolute safety in the classroom or on campus grounds, Catawba College has taken the issue seriously and works continuously to improve the safety of the College's camps and classrooms. The guidelines in the FAQ are just one step toward a safer educational environment. Actions the College has taken include:

1. Use of an emergency telephone and text messaging system known as CatawbAlerts.
2. Use of the Catawba College website to notify the campus of an emergency.
3. Ability to utilize, if appropriate, the local media for notification purposes.
4. Regular testing of CatawbAlerts and the call box system on campus.
5. Creation of a Threat Assessment Team (TAT) to collect information about possible threats and to recommend actions based on the determined threat.
6. Training of the Public Safety officers and the Emergency Response Group members on how to respond to an active shooter incident.

### *In the event of an emergency, what is my responsibility?*

Many experts in this field believe that, along with campus officials, faculty are important partners in providing for the safety of their classroom students in the event of an emergency, just as they oversee student safety during classroom and laboratory activities. **All faculty should anticipate and plan how they would ensure the safety of their students in the event of an active shooter in the building.** While anticipating every detail of an emergency is impossible, by planning ahead, faculty can greatly improve their students' and their own odds of surviving the emergency.

***No matter how thorough your plan, all emergencies require close observation of events, analysis of the situation, and your best judgment given what you know at the moment.***

### *In the event of gunfire in my classroom building, should I evacuate my class, or should we stay where we are and barricade the door?*

Statistically, the more distance you place between yourself and someone firing a weapon, the higher the probability that you will escape injury. Therefore, if you hear gunfire, your first course of action should be to evacuate yourself and your students away from the danger if you can safely do so. You should only consider sheltering in place or elsewhere within the building if evacuation is not possible.

### *Would locking all classrooms during classes deter a shooter?*

1. Catawba College classrooms have locking doors. If you wish to engage the lock while teaching your class, you should do so, but relying solely on locks for safety has two fundamental problems: Most classroom doors have a glass window, and many modern firearms are powerful enough to shoot through even tempered or safety glass. A shooter could then easily unlock the door or reach victims through the glass.

### *What should I consider in making my emergency plan?*

1. Identify the type of emergency for which you are planning. This FAQ is designed to help you plan for an active shooter emergency.
2. For an active shooter situation, select and become familiar with an area where you could most likely evacuate your class. Your evacuation site should be approximately 500 yards (five football fields) away from the incident. Ensure that the site will be open, available, and accessible during your class hours. Also select at least one alternative site and become familiar with it too.
3. Become familiar with all of the emergency exit routes in your classroom building. Determine at least two routes that you could take to evacuate yourself and your class from the building. Remain aware day-to-day of what is happening on these routes. For example, maintenance work could temporarily hinder access to a route.
4. Although sheltering in place should be your last recourse, also plan for the possibility that you and your class may not be able to leave your building.

Select a shelter area in the building that will afford you the best concealment and cover. If you select your classroom, identify heavy items in the room that could be used to barricade the door. Consider whether the barricade would be visible through a window in the door and therefore indicate to an active shooter that possible victims are just beyond the door. Is there an interior room— without windows but with a lock— into which you could move your class and possibly go unnoticed by an active shooter?

### *What other steps should I take to prepare in advance for an emergency?*

1. You are encouraged to take roll at the start of each class. Prepare to take the attendance list with you in the event of an evacuation. Your attendance record will aid rescue personnel in determining who may still be in the building.
2. Program your cell phone to speed dial 911 for Salisbury Police and 704-637-4000 for campus Public Safety.
3. Rehearse what you will need to tell an emergency dispatcher, including your name, what is happening, your location, whether injured persons are with you, and what you observed while you were evacuating.
4. Once you have developed your emergency classroom plan, advise your students that in the event of an emergency, you have a plan. If there is an emergency, you will instruct the students on what to do. Letting your students know that you have planned for an emergency will give them confidence in you and increase the likelihood that they will follow your directions.
5. Consider leaving your own personal cell phone on during class in order to receive texts or calls alerting you to an emergency by the CatawbAlert system.
6. Walk your evacuation route periodically to make sure you are up to date on your safety options.

### *I still do not feel comfortable; what is my next step to receive more information?*

Faculty are encouraged to contact the Director of Public Safety or the Emergency Response Group if they would like additional information or would like to discuss

## Key Actions

### **1. Evacuate away from the danger and remain calm:**

Follow the instructions of a faculty/staff member or emergency personnel.

Evacuate to the nearest exit.

Notify anyone you may encounter to exit the building immediately.

Evacuate to an area at least 500 yards from the danger.

Stay together. We need to get a head count.

Once you reach an area of safety, call 911 or 704-637-4000.

Notify the police/public safety officer of your group size and location and a contact number.

Remain in the reported location until you are released by emergency personnel.

### **2. If you cannot evacuate, remain calm and:**

Lock or barricade the door— place anything heavy in front of it.

If the door opens out and cannot be barricaded, evacuate or move to another room.

Stay out of sight away from windows and doors.

Turn off the lights.

Remain quiet.

Once secure, never open the door.

Have one person call 911 or 704-637-4000.

Place a large note or article of clothing out or on the window to let emergency personnel know you are there. Do not identify that the room is occupied for anyone inside the building.

### **3. If the shooter enters your room:**

Be prepared to attempt to overtake the individual with greater numbers.

If the individual is overtaken, hold that person down.

Call 911 or 704-637-4000 and report the situation.

# Special Considerations

## Preplanning:

### Reporting an emergency

Calling 911 or 704-637-4000 in an emergency or under stress will be difficult. Preprogram your phone for one-touch dialing.

### Receiving Emergency Notifications (CatawbAlerts)

- Faculty member has the only cell phone on in class.
- Selected individuals have their cell phones on in class.
- The entire class have their cell phones on.

### Keep attendance for each class

In an emergency, your attendance sheets may be used to identify who was in the building for accountability purposes— who is accounted for, who is missing?

## Evacuation:

### Have an evacuation route planned

Posted evacuation plans are on each floor of a building. Become familiar with these routes. Evacuate to the nearest exit.

### Know your destination

Identify two buildings/safe areas you can flee to that are at least 500 yards away from the danger zone.

### Don't take personal property

Leave personal property behind as carrying items with you can slow you down.

### Do not stop

An evacuation takes seconds if you do not stop. As you evacuate, tell others that you encounter to evacuate but do not engage in discussion or prolong the time it takes to exit away from the danger.

### Consider the windows

If you cannot make it to an exit, consider going through a window. Do the windows open? What floor are you on? Are there bushes or mulch that can break your fall?

### Stay together

Keep your group together until dismissed by emergency personnel.

### Do not use the fire alarm to evacuate

Do not pull the fire alarm in an attempt to have people evacuate the building.

## Sheltering in place:

### Locking the door

Does the door have a lock? Is the lock functional? Do you need a key to activate the lock? Do you have that key?

### Does the door open in or out?

Doors that open into the classroom can be barricaded with heavy objects inside the room.

Doors that open out into the hallway cannot be barricaded. Reconsider evacuation or move to another room. If not possible, attempt to tie the door closed with an extension cord, belt, or anything that can be wrapped about the door handle.

### Barricade the door

If the door does not have a lock, place heavy items inside of the room in front of the door. If there are no heavy objects, consider wedging the door or going to another location.

**Do not stand in front of the door or windows** Stand out of sight; do not stand in front of doors or windows. Avoid huddling together in a mass. Use the walls and heavy objects such as desks, tables, and filing cabinets to hide behind.

### Stay Quiet

Turn off lights, silence cell phones, turn off computers, etc.

### Call for help

Have one person call 911 and advise them of your location and the number of people in the room.

## Unsecuring your location:

### NEVER open the door

Once you are secure, you should never open the door for any reason. Responding emergency personnel will open the door for you.

## My Plan

### Preplanning:

- ◇ I have programmed my cell phone to dial 911 and 704-637-4000.
- ◇ I have implemented a plan to receive CatawbAlerts while I am in class.
- ◇ I have advised my class that I have an emergency plan and that they are to follow my instructions should an emergency occur.

Notes \_\_\_\_\_

### Evacuation:

- ◇ I have reviewed the building evacuation plans.
- ◇ I have identified my closest and next closest exits, and I routinely check the route to these exits for obstructions.
- ◇ I have identified two locations away from the danger area to which I will take my class. They are \_\_\_\_\_

and \_\_\_\_\_

Notes \_\_\_\_\_

## Sheltering in place:

- ◇ I know whether or not the rooms where I teach can lock and if I have the means to lock them.
- ◇ I have identified a way to barricade, tie, or secure doors that do not lock.
- ◇ I will not open the door once it is secured.
- ◇ I know where the blind spots are from the window in my classroom door.
- ◇ I know where a "safe room" is close to my classroom— one that locks, has no windows in the door, and is inconspicuous.

# Catawba College Classroom Safety FAQ and Planning Considerations



This frequently asked questions (FAQ) brochure has been developed to provide the Catawba College faculty with necessary information on emergency planning and classroom safety. It is our hope that these answers will help you begin your individual emergency planning. Should you wish to participate in emergency training, please contact the Emergency Response Group.

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