**Active Intruder/Shooter Annex**

*Some of the details in this section of your plan are covered in other annexes. For example, your evacuation routes are included in your evacuation annex and emergency phone numbers are included in the earlier sections of your plan. It is not necessary to repeat information in this section, but it should be referenced so the reader knows where to find the information.*

Create the Active Intruder/Shooter Annex with input from several stakeholders and local law enforcement and/or emergency responders. An effective plan includes:

* A preferred method for reporting emergencies
* An evacuation policy and procedure
* Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
* Contact information for, and responsibilities of individuals to be contacted under the plan
* An emergency notification system to alert various parties of an emergency including:
  + Individuals at remote locations within premises
  + Local law enforcement

**Before**

Staff, parishioners, and volunteers should be encouraged to report suspicious activity. The information may be reported to the parish priest with permission given to act on the information accordingly, or to the pastor’s designee. Reported information should remain confidential. When deemed necessary, confidential information will be shared with law enforcement. This includes, but is not limited to:

* Unusual or threatening communications.
* Expressed grievances related to a workplace, personal, or other issues.
* Ideologies promoting violence.
* Suspicious behavior such as excessive questioning or attention to security details.
* Suspicious stockpiling of weapons and ammunition.
* Unusual items or packages.

Training

*If you are providing training to staff, ushers, parishioners, or others, describe that training in this section. Be specific about the title of that training and how frequently it will be provided. If you are using a specific resourcse such as a purchased program or materials, list those materials as well.*

*Some level of training on this topic should be provided, but it is completely up to the parish to determine whether that training includes parishioners or volunteers.*

**During**

**HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of ushers, priests, and leaders during an active shooter situation. Your options include:

**RUN**If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

* Have an escape route and plan in mind
* Evacuate regardless of whether others agree to follow
* Leave your belongings behind
* Help others escape, if possible
* Prevent individuals from entering an area where the active shooter may be
* Keep your hands visible
* Follow the instructions of any police officers
* Do not attempt to move wounded people
* Call 911 when you are safe

**HIDE**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

* Be out of the active shooter’s view
* Provide protection if shots are fired in your direction and locked door
* Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

* Lock the door
* Blockade the door with heavy furniture

If the active shooter is nearby:

* Lock the door
* Silence your cell phone and/or pager
* Turn off any source of noise (i.e., radios, televisions)
* Hide behind large items (i.e., cabinets, desks)
* Remain quiet
* If evacuation and hiding out are not possible:
* Remain calm
* Dial 911, if possible, to alert police to the active shooter’s location. If you cannot speak, leave the line open and allow the dispatcher to listen

**FIGHT**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

* Acting as aggressively as possible against him/her
* Throwing items and improvising weapons
* Yelling
* Committing to your actions

**HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

* Officers usually arrive in teams of four (4)
* Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
* Officers may be armed with rifles, shotguns, handguns
* Officers may use pepper spray or tear gas to control the situation
* Officers may shout commands, and may push individuals to the ground for their safety
* How to react when law enforcement arrives:
* Remain calm, and follow officers’ instructions
* Put down any items in your hands (i.e., bags, jackets)
* Immediately raise hands and spread fingers
* Keep hands visible at all times
* Avoid making quick movements toward officers such as holding on to them for safety
* Avoid pointing, screaming and/or yelling
* Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

* Location of the active shooter
* Number of shooters, if more than one  
  Physical description of shooter/s
* Number and type of weapons held by the shooter/s
* Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**After**

**Immediate**

After the active shooter has been incapacitated and is no longer a threat, leadership should engage in post-event assessments and activities, including:

* An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
* Determining a method for supporting families of individuals affected by the active shooter, including notification of any casualties
* Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly

**Long term**

* Supporting and encouraging follow up services such as mental health services in the days, weeks and months following the event.
* Maintaining awareness of community services and Family Assistance Center Services that are available to parishioners and staff impacted by the event.

From *DHS Active Shooter: How to Respond manual*, 2017. Available at DHS.gov