

# Incident Response Guide

# Hazard Specific Annex Active Shooter

## I. Introduction

Effective response to an Active Shooter event requires effective planning and role reinforcement through training for personnel caught in the incident, as well as for leaders coordinating the response to the incident.

Personnel in the vicinity of an Active Shooter may need to evacuate or shelter in place depending upon circumstances unique to the incident.

Organization leadership coordinating the response to an Active Shooter incident needs to be able to provide effective direction, provide clear situational information to first responders, and disseminate information to the public.

## II. Purpose

The Active Shooter Incident Response Guide (IRG) provides instructions and guidance to effectively address the Incident Command Structure (ICS) response to an Active Shooter incident.

The IRG was prepared by the Emergency Management Office to provide a clear and coordinated ICS response.

## III. Preparedness

An Active Shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated place. In most cases, an Active Shooter uses a firearm with no clear pattern method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

response protocols. Training and exercising the plan allows the University to identify gaps, correct weaknesses, and validate the plan.

## VI. ICS Incident Response Considerations

To notify students, faculty, staff, and visitors of the Active Shooter incident, Emergency Notification Messages need to be pre-scripted. This section includes information related to how messages will reach students, faculty, staff, and visitors and includes location and method of communicating warnings and messages.

- A. Connected – A phone call, text message, and email will be sent as soon as possible to those in the database.
- B. LiveSafe – For those who have the app, a notification will be sent
- C. LU Emergency website (lamar.edu/alerts) – This website will have updated information. Many of the other communication methods will refer to this site for additional information.
- D. LU Social Media – As allowed, information will be sent through these resources
- E. Campus Announcements – Sent out as needed.
- F. Hallway Television Monitors – Could be the only platform visitors have to be warned.

## VII. Activation, Staging, and Mobilization

### A. Emergency Medical Support Staging

On-scene IC will coordinate with the EOC to select a secure location close to the Active Shooter incident location. The injured will be taken as soon as possible for medical treatment, triage, and transport. Selection of the staging area will be dependent on the location of the incident. Finance/Logistics Section Chief will assure dispatched EMT units know of the staging location.

### B. Family Reunification Assistance

The EOC will determine an appropriate location for family reunification. This area will allow those involved in the incident a location to be reunited with family and friends. Considerations should be made for food services, mental health services, and public access. This area needs to be away from the media location. The Finance/Logistics Section Chief will assure the family reunification area is prepared for its purpose.

### C. Crime Scene/Interview Staging

LUPD will select an area to conduct interviews for those close to, involved with, or have information regarding the Active Shooter Incident. The Planning/Assessment Section Chief and Operations Section Chief should coordinate with LUPD on building damage assessment and repairs.

### D. Incident Recovery Considerations

#### 1. Address Victims and Families

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- d. Secure additional mental health counselors as needed.
2. Address Students, Faculty, and Staff
    - a. Assign a Human Resources representative to ICS to initiate a back to work action plan.
    - b. Assign a Student Health Mental Health Counselor to ICS to develop a back to class plan.
    - c. IC works with EOT for University representation at funerals.
  3. Internal Communications
    - a. Continue to give updates after the Active Shooter incident has cleared.
    - b. Announce when to return to normal business operations.
    - c. Announce mental health service locations.
    - d. Any change of work locations for faculty and staff.
  4. External Communications
    - a. Identify designated official for responding to media inquiries.
    - b. Determine what information and details the University will provide to the media that will ease community concerns without causing panic or hindering the investigation.
    - c.





		campus with law enforcement and on scene Incident Commander.	
Deputy Incident Commander/EOC Manager		Coordinate with Chartwells for water supply service.	
		Establish operational periods, incident objectives the Incident Action Plan in collaboration with the Incident Commander.	

Designate and establish a media staging area in  
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Public Information  
Officer

IT

Section Chief

As directed, utilize the access control system and closedcircuittelevisionto aid law enforcement



	Deputy Incident Commander/EOC Manager		Work with Chartwells on water and meal needs.	
			Plan for the next operational period change, if any; campus entry and exit relative to lockdown. Work with law enforcement to ensure continued security of campus and ongoing operations.	
	Public Information Officer		Continue media briefings and updates as directed. Provide approved messaging to media and Lamar Community.	
	Liaison Officer		Ensure continued updates of appropriate information to community partners, local authorities, and others as directed.	
	Safety Officer		Update the Safety Plan for extended operations.	
	Documentation Officer		Ensure that updated information and intelligence is incorporated into the Incident Action Plan. Ensure Demobilization Plan is being readied.	
		Continue tracking the movement and disposition of students, faculty, staff, and visitors.		

Section	Branch/Unit	Time	Action	Initials
Campus Security	Section Chief		Continue field control as necessary. Oversee any operations outside the normal scope of the department.	
	Patrol		Continue search and control duties as necessary.	
			Assist specialty units from other departments as needed.	

Finance & Logistics	Logistics		Coordinate victim support services and establish those services in a safe zone as approved by the Incident Commander.	
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### Demobilization/System Recovery (8 hours – 24 hours)

Section	Officer	Time	Action	Initials
Command	Incident Commander		With the Public Information Officer prepare President to speak with media.	
			Ensure students, faculty, and staff have access to behavioral health services	
	Deputy Incident Commander/EOC Manager		Conduct debriefings and hotwash with: <ul style="list-style-type: none"> <li>Command Staff and section personnel</li> <li>Administrative personnel</li> <li>All staff</li> <li>All volunteers</li> <li>First responders</li> </ul>	
			Write an After Action Report and Corrective Action Improvement Plan for submission to the Incident Commander, including: <ul style="list-style-type: none"> <li>Summary of the incident</li> <li>Summary of actions taken</li> <li>Actions that went well</li> <li>Actions that could be improved</li> <li>Recommendations for future response actions</li> </ul>	
	Public Information Officer		Develop an information release for media; work with law enforcement on details to be released; ensure the family of any wounded or deceased person is made aware prior to the media release of information.	

Liaison Officer          Ensure that all impacted persons and community

Documentation  
Officer