Information
Active Shooter

Effective
Unknown

Applicability
This procedure applies to the University Community (administrators, faculty, staff, and students) and visitors.

Administrative Authority
Senior Associate Vice President for Operations

Responsible Unit
University of Louisville Police
Floyd Street Parking Garage
Louisville, KY 40292
502-852-7236
uoflpolicechief@louisville.edu

History
Revision Date(s): September 14, 2021
Reviewed Date(s): September 14, 2021; December 04, 2024

Categories

Reason for Procedure:
This procedure is intended to provide guidance in the event an individual is actively shooting persons at the workplace and to comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

Statement:

It is the protocol of the University of Louisville to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the workplace.

1. The first employee to identify an active shooter situation:

As soon as possible, should call the ULPD Dispatch emergency number (502) 852-6111and announce a prearranged code (e.g., "Active Shooter") (with the location of the incident) and a physical description of the person(s) with the weapon, and type of weapon, if known.

2. The emergency operator upon notification will:
Provide a public announcement e.g Timely Alert Notification (RAVE) with the information that an offense took place at that public address system.

3. The emergency operator or any employee who is at a location distant from the active shooter, such as in a different area or floor, will contact 9-1-1.

4. The phone call to 9-1-1 (from the area where the caller is safely concealed) should provide the following information to the police:
a. Description of suspect and possible location.
b. Number and types of weapons.
c. Suspect's direction of travel.
d. Location and condition of any victims.

POTENTIAL RESPONSES

In response to an active shooter event, there will be three potential courses of action
1. Evacuate;
2. Hide;
3. Self-Defense. The following guidelines identify these courses of action:

EVACUATE

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

- 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 OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:
The hiding place should:

- Be inconspicuous.
- Be out of the active shooter's view.
- Provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering the hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence cell phones and/or pagers.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet and motionless.

SELF-DEFENSE

If it is not possible to evacuate or hide, then consider self-defense, with these recommendations:

- Remain calm.
- Dial 9-1-1, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the 911 dispatcher to listen.

Take action against the active shooter and only when you believe your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter as

follows:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Commit yourself to defensive physical actions.

LAW ENFORCEMENT RESPONSE

The police will arrive to respond to the emergency, follow these recommendations:
1. Comply with the police officers instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When the police arrive at your location:
a) Remain calm, and follow officers' instructions.
b) Put down any items in your hands (i.e., bags, jackets).
c) Immediately raise your hands and spread your fingers.
d) Keep your hands visible at all times.
e) Avoid making quick movements toward officers such as attempting to hold on to them for safety.
f) Avoid pointing, screaming and/or yelling.
g) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you.
h) Notify ULPD representatives that you have evacuated the premises.
3. When the police arrive the following information should be available:
a) Number of shooters.
b) Number of individual victims and any hostages.
c) The type of problem causing the situation.
d) Type and number of weapons possibly in the possession of the shooter.
e) All necessary University of Louisville representatives still in the area as part of the Company's emergency management response.
f) Identity and description of participants, if possible.
g) Keys to all involved areas as well as floor plans.
h) Locations and phone numbers in the affected area.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, the emergency operator will provide a public announcement that the emergency is over by using a prearranged Code (e.g., "All Clear" to the campus

community).

Definitions:

For purposes of this procedure: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the University of Louisville geographic premises. 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.