

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Page 1 Of 2

|  |   |   |                                   |
|--|---|---|-----------------------------------|
| Subject:<br><b>ACTIVE SHOOTER</b>  |   | Original<br>Issue Date: July 12, 2007   | Policy #:<br><b>624</b>           |
|  |   | Supersedes:<br>September 26, 2019   | Effective Date:<br>March 26, 2020 |
| Individuals/Committees Consulted:<br>College Safety Officer<br>County Police | Reviewed & Approved by:<br>Administrative Committee<br>College Planning | Approved by:<br><br>Provost, College of Nursing &<br>Allied Health<br>(Signature on File) |                                   |

## **PURPOSE:**

To provide direction for facilitating student and workforce member's safety in the event of an active shooter

## **Definition:**

Active Shooter is a situation where a suspect is actively discharging a firearm into an area where it is reasonably expected that persons could be struck by the suspect's fire.

## **POLICY:**

Student, workforce members and security personnel will be notified of shooting in progress and when situation has ended.

Student / workforce members:

- Ensure their own safety first and then the safety of others
- Remain in secure locations until instructed otherwise.

## **PROCEDURE:**

Student / workforce members:

- Stay in their current location, if secure, or proceed immediately to a safe lockable room
- Assess the need for immediate evacuation
- Ensure door is locked
- Turn off lights
- Keep phone lines clear
- Stay away from windows and doors
- Assist those who require immediate care (if safe to do so)
- Get close to ground (lying face down) if in imminent danger
- Stay in secure location until:
  - Directed by law enforcement to change location or that situation has ended and that the threat no longer exists
  - Location change is necessary due to immediate threat (e.g. fire).

Student / workforce members, who are in open areas, shall attempt to find an area to take cover (behind wall, vehicle, pillar, etc) or to conceal themselves behind an object

- If no cover is available, lie on the ground, face down, and do not move.

Student / workforce members shall notify the following of incident when safe to do so:

- Los Angeles Sheriff's Department (323-409-3333)

Subject:

**ACTIVE SHOOTER**

- College Security (main building front desk)
- Other faculty, staff, and students
  - Page via telephone system
  - Press # 62165 and announce: "Code Silver. College is in lockdown". Repeat three times.

**PROCEDURE DOCUMENTATION:**

Safety Intelligence

**REFERENCES:**

College Policy # 621: Disaster Management  
College Policy # 625: Security  
Student Handbook

**REVISION DATES:**

July 12, 2007  
November 13, 2008  
September 8, 2011  
June 9, 2016  
September 26, 2019  
March 26, 2020