

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

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Subject: ACTIVE SHOOTER	Original Issue Date: July 12, 2007	Policy #: 624
	Supersedes: November 13, 2008	Effective Date: September 8, 2011
Committees Consulted: College Safety Officer County Police	Reviewed & Approved by: College Operations College Planning	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To provide direction for facilitating faculty, staff, and student 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:

Faculty, staff, students, and security personnel will be notified of shooting in progress and when situation has ended.

Faculty, staff, and students:

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

PROCEDURE:

College faculty/staff/students:

- 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
- Push panic button
- 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).

College faculty/staff/students, 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.

Subject:

ACTIVE SHOOTER

College faculty/staff shall notify the following of incident when safe to do so:

- Los Angeles Sheriff's Department (323-226-3333 or push the panic button)
- College Security (main building front desk)
- Alert other faculty, staff, and students
 - Page via telephone system
 - Follow directions on phone
 - Inter Com Line: Press "Feature", "60"; "1"; "1"
 - Announce: "This is not a drill. College is in lockdown". Repeat three times.

PROCEDURE DOCUMENTATION:

Patient Safety Net

REFERENCES:

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

REVISION DATES:

July 12, 2007
November 13, 2008
September 8, 2011