

TUSKEGEE UNIVERSITY

University Policy: Active Shooter Policy

Policy Category: Safety

Subject: Active Shooter Policy

Office Responsible for Review of this Policy: Entire University Community

I. SCOPE

This policy applies to all University units. It is the responsibility of all University units to be aware of training standards and roles of individual units listed in this policy.

II. POLICY STATEMENT

To provide direction to anyone confronted by an Active Shooter situation on or near the campus of Tuskegee University. An active shooter situation is so unique and can unfold so rapidly that it requires a response that is tailored to the specific situation. The activation of this plan will alert staff to take appropriate action in order to provide for the safety for all students, employees and visitors at Tuskegee University.

III. PURPOSE

The purpose for the adoption of this policy is to outline the University's position regarding planning, training and responding to an Active Shooter threat/incident.

IV. TO WHOM THIS POLICY APPLIES

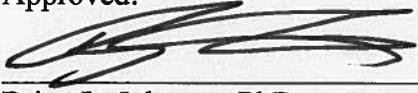
This policy applies to the entire University community, specifically students, faculty, administrators, staff, and visitors to campus, whether they are guests, patrons, independent contractors or clients.

V. EFFECTIVE DATE

This policy is effective immediately. The policy adoption date is: August 22, 2014.

VI. SIGNATURE, DATE, AND APPROVAL

Approved:



Brian L. Johnson, PhD
President

Date Approved:

TUSKEGEE UNIVERSITY ACTIVE SHOOTER POLICY

An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained. The following policy is designed to serve as an awareness and training tool likely to reduce the number of injuries or fatalities if followed as soon as a situation develops.

Violent incidents, such as an active shooter, can occur on University grounds or within close proximity of the Campus with little or no warning. Active shooter situations are dynamic in nature and demand an immediate response to the situation by the community and law enforcement to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter is dictated by the specific circumstances of the situation. If you should find yourself in an active shooter situation, try to remain calm -- your actions will influence others, trust your instincts, and call the Tuskegee University Police Department (TUPD) 24 hour/7 day hotline at (334) 724-4911, or call the Tuskegee University Chief of Police directly on his cell (334) 421-3538 as soon as possible.

The TUPD along with local and state police have adopted and accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following policy will enable you to take appropriate actions for yourself and are intended for emerging or in progress situations.

I. ROLES AND RESPONSIBILITIES

Tuskegee University Police Department

- Respond to and investigate the initial active shooter event.
- Coordinate and work with outside law enforcement agencies in the response and investigative phase of the active shooter event.
- Coordinate with the Office of Communications, Public Relations and Marketing to initiate the TigerAlert message to the University community, advising of the situation and asking them to avoid the area(s) where the active shooting event is transpiring.
- Initiate the warning signal located through the Emergency Blue Light towers.
- Contact the Chief of Staff to notify the President

Office of Student Affairs

- Respond to student(s) needs and facilitate advocacy efforts when appropriate.
- Act as a liaison with concerned family members during and post emergency.

Office of Human Resources

- Determine employee(s) campus involvement.
- Conduct outreach to employees.

Office of Communications, Public Relations and Marketing

- Publish subsequent TigerAlert, Email Blast messages and updates on the university website for the campus community.
- Provide factual, ongoing information about the situation and important advisories on actions being taken by University officials, as well as expected actions to be taken by University community members.
- Act as liaison to leadership in providing critical information updates to community, general public and media.
- Contact liaison to the media.
- Organize press briefings and media updates.

II. NOTIFICATIONS AND REPORTS

All students, employees, and visitors who witness an act of violence on or near the campus of Tuskegee University should immediately report it to the TUPD by dialing the 24 hour/7 day hotline (334) 724-4911 or local law enforcement by dialing 911.

Specific response procedures for Tuskegee University Police Department and other public safety entities are proprietary and for official use only.

During such an emergency, the Chief of Police or his designee shall be immediately notified. The Chief of Police or designee shall then notify the Director of the Office of Communications, Public Relations and Marketing and the Chief of Staff. The Chief of Police, or designee, will initiate the TigerAlert message through the system for publication by the Office of Communications, Public Relations and Marketing. The Director of Communications, Public Relations and Marketing, or designee, will then transmit the TigerAlert and Email Blast messages to the university community advising them of the situation and to also initiate the warning signal located in the Emergency Blue Light towers. The Chief of Staff will notify the President.

It is imperative that official information from the University begin to flow outward as quickly as possible to avoid rumors or misinformation from spreading. Therefore, notification to the Campus Community and outside constituents will be made by various forms of notification, to include, but not limited to, TigerAlert system, e-mail, university website, emergency blue light system, fire alarms, and personnel notifications. **It is MANDATORY that every employee and student is registered with a university email address and the TigerAlert system.**

III. RESPONDER TRAINING – ALL LOCATIONS

The TUPD trains annually for response to Active Shooter situations. TUPD also trains with other local law enforcement agencies on a coordinated response to this type of incident.

At campus locations, the Chief of Police and/or his designee will arrange and coordinate Active Shooter response training for the campus community.

IV. EDUCATION FOR FACULTY, STAFF AND STUDENTS:

Guidance on how to respond to an Active Shooter situation for Faculty, Students and Staff can be obtained through the *Active Shooter Information* tab available on the university website under the TU Police Department section.

The Alabama Department of Homeland Security identifies three options in an active shooter situation:

- **RUN** (when an active shooter is in your vicinity)
 - If there is an escape path attempt to evacuate
 - Evacuate whether others agree to or not
 - Leave your belongings behind
 - Help others escape if possible
 - Prevent others from entering the area
 - Call 911 when you are safe

- **HIDE** (if evacuation is not possible, find a place to hide)
 - Lock and/or block the door
 - Silence your cell phone
 - Hide behind large objects
 - Remain very quiet

- **FIGHT** (as a last resort, and only if your life is in danger)
 - Attempt to incapacitate the shooter
 - Act with physical aggression
 - Improvise weapons
 - Commit to your actions

When law enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

Tuskegee University's goal is to keep everyone whether a student, employee, or visitor safe. This policy is implemented to reinforce the University's commitment to keeping everyone safe.