

**Active Shooter/Active Assailant/Violent Intruder** (updated October 2024)**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 that incident.

Organization leadership coordinating the response to an active shooter incident need to be able to provide effective direction to personnel in the vicinity of the active shooter, provide clear situation information to first responders, and inform the public.

**Purpose**

This active shooter response plan provides instructions and guidance to effectively address the response of Utah Valley University to an active shooter or violent intruder incident.

This document was prepared in coordination and cooperation of the UVU Police Department and other local law enforcement agencies.

**Preparedness**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 8-10 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

**Command Structure/Response Organization**

The initial response will be led by university police and would likely include a unified command structure with other responding law enforcement agencies. The location of this command structure will be decided upon at the time of the incident. University police will communicate with outside law enforcement agencies regarding response, meeting locations, crime scene details, and other needed resources. The Incident Commander (IC) at the scene will communicate with the university EOC when it is activated.

An emergency operations center (EOC) and policy group will be activated as soon as possible in an area close to but likely not on the main campus. Their function will be to support the IC (at the scene) communicate to on and off campus audiences, and coordinate response activities from a campus perspective. This group will make high-level decisions about school closure.

## Pre-Incident Planning

Active shooter incidents often begin and conclude quickly, leaving university leadership and university police little to no time to coordinate response procedures with employees. University readiness requires that leaders develop and exercise response plans that apply general preparedness and response protocols. Training and exercising the plan allows the university to identify gaps, correct weaknesses, and validate the plan.

### A. Employee/Student Training and Awareness

- Training captures the development of skills and/or understanding through procedurally defined learning activities.
- Active shooter face-to-face training is available by contacting the office of emergency management at 801-863-7977. They also offer a hands-on component of training.
- Active shooter training videos are available on the emergency management website: [www.uvu/emergencymangement](http://www.uvu/emergencymangement).

### B. Prepare for an Incident

- Learn how to recognize potential workplace violence and suspicious behavior.
- Identify the location of the nearest exits in a room, office, or building, identify potential safe hideouts.
- Become familiar with what to expect from law enforcement during an active shooter incident.
- Know who to call to report an incident and what information to provide about the situation.
  - Call 911: For imminent life or death situations. Notifies Orem Police Dispatch (who will respond AND notify UVU PD)
  - Call extension 801-863-5555: Notifies UVU Police Dispatch (who will respond AND notify Orem Police Dispatch)
- Know who to call to report suspicious behavior, if a person's behavior is unusual or concerning or someone is making statements of concern.
  - Call extension 801-863-1234: Tip line to alert university of suspicious behavior of a student, employee, or visitor on campus
- Behavior Assessment Team (BAT): A team on campus meets regularly to perform assessments of those who have concerning behavior. This could include students, employees, and visitors. This team uses behavior based operational assessments of persons of concern.

To contact this team call:

- The Dean of Students 801-863-8681
- [www.uvu.edu/bat](http://www.uvu.edu/bat) or anonymous call to 801-863-1234
- **If there is imminent danger call: 911** (Orem City Dispatch) or 801-863-5555 for UVU PD dispatch.

**C. Exercise Emergency Plans Regularly and Repeatedly**

- Schedule regular training, drills, tabletop, and functional exercises.
- Assess gaps in plans, exercises, and training

**D. Establish a Relationship with Emergency Responders**

- Involve emergency services responders from multiple agencies in training and exercises.
- Invite all emergency services responders to tour the university and provide details about the buildings that will help responders to adjust their protocols, if necessary,
- Involve other agencies as needed, such as the FBI, DHS, and relevant state agencies.

**Incident Response Considerations****A. Students/Faculty/Staff:**

- **RUN** away if possible
  - Determine an escape route based on where an active shooter may be located. If it is unclear where the shooter is, hide/barricade in a room before running into a hallway where the shooter may be.
  - Leave your belongings behind if gathering them will slow you down. Always keep your hands empty and visible.
  - Help others run away, if possible, but do not attempt to move the wounded. Run-away even if others do not agree to follow.
  - Move quickly to a safe place far from the shooter and take cover. Remain there until the police arrive and give instructions.
  - Remain calm. Avoid screaming or yelling as you run away.
  - Follow all instructions given by law enforcement.
  - When and only if it is safe call 911.
- **HIDE** if applicable/necessary
  - Go to the nearest room, office, or classroom and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
  - Identify an escape route in the event you are directed to evacuate.
  - Close blinds, turn off lights, and cover windows, if able.
  - Silence all noise, including cell phones, radios, and computers.
    - Have one person call 911 if it is safe to do so. Be prepared to answer the dispatcher's questions.
  - If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
  - Stay out of sight and take cover behind large, thick items or furniture.
  - Do not open the door until the person can provide a satisfactory identification.
  - Remain under cover until law enforcement advises it is safe to evacuate.
    - Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.
- **FIGHT**, if you must

- If there is no opportunity to run or hide, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- Use any object in the vicinity to throw at and disorient the shooter even a couple of seconds of disruption could cause less shooting and a chance to run-away.

- **Consideration for Specific Areas:**  
**In a classroom or office**

- STAY THERE. Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can or use heavy furniture to barricade the door.
- If the door has a window, cover it if you can. Get out of sight of the door and stay low and quiet. Silence cell phones and other electronic devices.
- If no police are on scene, move well away from the shooter and find safe cover positions and wait for the police to arrive.
- When the police have arrived on scene follow their directions.
- Do not leave the area entirely; you may have valuable information regarding the suspect or incident that responding police officers will need. Once in a safe place, stay there.

### **In hallways or corridors**

- If you are in a hallway, get to a nearby room and secure it. Unless you are close to an exit, do not attempt to run through a long hallway to get to an exit as you may encounter the shooter.

### **In large rooms or auditoriums**

- If in a gym, theater, or auditorium and the shooter is NOT present, move out external exits and get to safety. When encountering responding police officers, keep your hands visible and do as you are directed.

### **Trapped with the shooter**

- If you are trapped in a room with the shooter, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly.
- If the shooter starts shooting, take decisive action:

**Run:** Get to an exit.

**Fight:** Attack the shooter. Attacking the shooter is very dangerous but may be less dangerous than doing nothing in some cases. A moving target is harder to hit than a stationary one.

## Open spaces

- Stay alert and look for cover such as brick walls, large trees, retaining walls, parked vehicles, or any other object that may stop gunfire rounds from penetrating.
- Always notify the police by calling 911 as soon as it is safe to do so.
  
- **Be Aware of those with access and functional needs:**
  - This group of people may need extra assistance to Run or Hide.
  - They may be very disoriented or scared if they cannot hear or see.
  - Think about escape routes for those that may need it.
  
- **Respond Appropriately When Law Enforcement Arrives:**
  - Remain calm and follow officers' instructions.
  - Raise your hands, spread your fingers, and always keep your hands visible.
  - Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
  - Do not make quick moves toward officers or hold on to them for safety.
  - Avoid pointing, screaming, or yelling.
  - Do not stop officers asking for help or directions. Evacuate the building in the direction the officers arrived in while keeping your hands above your head.
  - For your own safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.
  - If you are a witness, you will be asked to give a statement to the police.
  
- **When is it safe to come out of hiding or return to the building?**
  - Stay hidden and quiet until a law enforcement officer tells you it is safe, or you receive other valid information that lets you know the incident has ended.
  - Law enforcement may enter the room with keys and give instructions regarding evacuation.
  - A mass text notification may be sent indicating it is safe and clear.
  - Other forms of communication may be used to let people know it is safe and clear.

## B. University Law Enforcement:

- Identifying secondary impacts
  - Identify additional shooters or other threats
- Establish a safe location to stage evacuees/injured
- Assist emergency medical services (EMS) and other law enforcement agencies
- Manage the crime scene
- Conduct interviews
- Consider a family reunification area (work with EOC to establish)
- Manage the perimeter
  - Control or prevent the entrance of the media into secure or sensitive areas

**C. Warnings, Messages, and Signage**

To notify students, faculty, and staff of the incidents happening on campus, mass text messages are pre-scripted. This section includes information related to how messages will reach the students, faculty, and staff, including location and method of communicating warnings and messages.

- Mass Text Notification: a text message will be sent as soon as possible.
  - Opt-Out Program, phone numbers are automatically added to mass text messaging system. If one would like to remove their number, they may do so.
- Overhead announcement: a public announcement system will be used to alert people of danger.
- Alertus: a system that displays information on hallway monitors and campus computers.
- UVU app, push notifications: For those that have the app, a notification will be sent.
- UVU Emergency website: [www.uvu.info](http://www.uvu.info). This website will have more information, and updates can be found as the incident progresses. Many of the other communications methods listed will refer to this site for more information.
- UVU email: as possible information will be sent.
- UVU social media: as possible information will be sent through these resources.

**D. Activation, Staging, and Mobilization****Emergency Medical Support Staging**

The university police/IC will coordinate with EMS and locate a secure area for the injured to collect. Injured will be taken as soon as possible for medical treatment, triage, and transport.

**Family Reunification Assistance**

The university EOC and/or university police will set up an appropriate location for family reunification. This area will allow those involved in the incident a location to be reunited with friends and family. Considerations should be made for food services, mental health services, easy public access. (note: this area needs to be away from the media)

- Possible locations to consider:
  - Off campus locations, church buildings close to campus, other campus owned but off campus locations.

## Crime Scene/Interview Staging

The university police/IC will select an area to conduct interviews for those who were close to, involved with, or have information regarding the incident.

Considerations should be taken to:

- Select an area large enough to provide privacy and discourage witnesses from talking to each other
- Provide snacks/water for witnesses
- Paper and pens to allow for written statements
- Provide mental health services

## Incident Recovery Considerations

- Consider establishing a hotline early on for family and friends to call who are looking for information.
- Publish information quickly to main UVU website (referring to [www.uvu.info](http://www.uvu.info) for updates.
- Gather information related to victim identities, extent of injuries, and what hospitals are being utilized.
- Coordinating with the university EOC, notify the family members of those who died. Wait until the police have made notification with families.
  - Use personnel who are specifically trained for this responsibility.
- Procure mental health counselors for employees and families.
- Develop an action plan to handle concerns about returning to work.

## Consideration for students, faculty, and staff

- Consider:
  - Returning to work may be difficult for some. An assessment of time off may need to occur on a case-by-case basis.
  - Returning to class may be difficult for some. An assessment of time off may need to occur on a case-by-case basis.
  - Mental health services, short-term and long-term, should be offered.
  - Funeral leave accommodations.
  - Overwork, burnout: the first few days directly after an incident may have many employees working more than usual to cover for absent employees. Consider memorandum of agreements (MOAs) with other universities in the state to relieve UVU employees, allowing needed respite to occur.
  - Other

## **Communicate Internally**

- After the initial emergency communications, continue to give updates to students, faculty, and staff regarding the situation.
- When to return to normal business operations.
- Where to obtain mental health services if needed.
- If work location has changed temporarily? Where will the work be conducted?

## **Communicate Externally**

- Identify the designated university official for responding to media inquiries.
- Determine what information and details the university will provide to the media that will ease community concerns without inciting panic or hindering the investigation.
- Continue to provide updates for several days.
- Contact Board of Trustees, Regents, and other state departments.

## **Continue Business Operations**

- Implement business recovery/continuity plans: which business operations will stay open, which will close temporarily, if any.
- Make re-entry decisions after the site is released by law enforcement.
- Provide safety and security debriefings.
- Provide interim employees for the positions occupied by those deceased or injured.
- Take actions to ensure employees feel safe. This may include more police officers that are visible for a period.
- Determine how the institution will continue operating with limited business operations or with certain areas of the institution designated a crime scene.
- Depending on the location of the incident some business operations may need to be moved to another location temporarily.

## **II. Post-Incident Review/After Action Report (AAR) Process**

An AAR should be conducted immediately following an exercise or incident and should involve representatives from each participating agency/organization. This should include information on the major events, all lessons learned, and review any new initiatives developed or identified during the exercise or incident.

The AAR should also include a discussion of all techniques, tactics, and procedures utilized during the exercise/incident to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential or actual outcomes of those issues.

Following the AAR meetings and discussion, an After Action Report/Improvement Plan (AAR/IP) should be written which identifies areas that require improvements, the actions required, the timelines for implementing those improvements, and the organization and party responsible for this action.



The AAR/IP should be shared with all stakeholders and used to further define the plans and procedures related to incidents at the university.