

## Columbia College Community

### ARMED OFFENDER/ACTIVE SHOOTER PROTOCOL

#### *Procedure when observing an individual with a weapon on or near the CCC Campus*

**GENERAL INFORMATION:** There are a variety of situations in which an armed offender may be observed on or near the Columbia College of Chicago campus. The offender may have been involved in criminal activity near the campus (example: a robbery to a business near the CCC campus), or the crime could have taken place on campus property (example: a robbery of a member of the CCC community). In either case, the following guidelines are suggested if an individual is observed with a weapon near the CCC campus:

1. Immediately call 911 for the Chicago Police Department, and, remaining as calm as possible, relate the following information:
  - a. Your name, exact location, and call-back number.
  - b. The location where you observed the armed individual.
  - c. The details of the circumstances during which you made the observation.
  - d. A full description of the individual- gender, race, approximate age, height, weight, body build, clothing description, and any identifying features (tattoos, limp, glasses, facial hair, etc.).
  - e. A description of the weapon you observed and where the individual was carrying the weapon.
  - f. A description of any luggage, packages, or backpack that the individual was carrying.
2. After calling 911, notify the CCC Security Command Center at 312-369-1111 or approach the nearest CCC Security Officer (if one is immediately available in the building).
3. Immediately seek shelter in a CCC building, away from windows or glass doors – you will receive notification via the Mass Notification System (AlertWave and Send Word Now) if any CCC building(s) are in lockdown status and cannot be entered.
4. Remain inside the building until you are contacted by either CCC Security personnel or the Chicago Police Department and advised that it is safe to leave your location.

## Incident Involving an Active Shooter on the CCC Campus

An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. Active shooter events are extremely dangerous, unpredictable, rapidly evolving, situations requiring rapid response by law enforcement. If an active shooter situation occurs, you should take the following actions:

### **1. If the shooter is outside your building:**

- Remain calm
- Turn off all lights, close and lock windows and doors, close blinds
- Barricade doors if not lockable
- Warn others, if possible and safe to do so
- Get yourself and others on the floor and attempt to hide behind/under something
- If safe to do so, move to a core area of the building and lock/barricade yourself in a room
- Silence radios, cell phones and other devices; remain silent
- Call 911 and Campus Safety and Security as soon as safely possible
- Remain in place until given the all clear by an identifiable police or Campus Safety and Security Officer

### **2. If the shooter is inside your building:**

- Remain calm
- If safely possible, flee the area
- If not safe to flee, lock/barricade yourself in a room
- Turn off lights and hide under/behind furniture - stay low to the floor
- Remain silent, silence radios and cell phones
- Call 911 and Campus Safety and Security as soon as safely possible
- Remain in place until given the all clear by an identifiable police or Campus Safety and Security officer

### **3. If the shooter enters your office/classroom:**

- There is no right answer for this scenario – your response must be based on variables related to the situation, shooter and your own intuitions and common sense
- Remain as calm as possible
- Call 911 and Campus Safety and Security as soon as safely possible
- If possible, flee the area
- Negotiating may work
- "Playing dead" may work
- Attempting to overcome the suspect with force is always the last resort which should only be considered in extreme circumstances. Only you can decide if this is something you should do.

### **4. If you are outside:**

- Remain calm
- Move away from the active shooter and/or sounds of gunshots
- Warn others to take immediate cover
- Look for appropriate cover/protection (brick walls, retaining walls, large trees, parked cars, etc)
- Remain silent; silence cell phones
- Call 911 and Campus Safety and Security 312-369-1111, as soon as safely possible

## Incident Involving an Active Shooter on the CCC Campus continued.....

### **5. Points to remember:**

- There may be more than one (1) shooter
- Do not touch anything in the area, as it is a crime scene
- Prepare a plan of action in advance - predetermine possible escape routes for yourself, and always know where exits are located
- When fleeing, get as far away from the shooting scene as quickly and safely possible - do not take/carry anything with you

### **6. Police response and you:**

- Police will quickly respond to the area in which shots were last heard and attempt to immediately engage/contain the active shooter
- First arriving officers will not stop to assist the injured, or evacuate personnel
- Remain calm
- Do exactly as police tell you
- Keep your hands empty and visible at all times
- If you know where the shooter is, quickly tell the officers
- DO NOT get in the way of officers

### **7. Securing your immediate area:**

- Lock and/or barricade doors with any available object(s) (chairs, tables, desks, etc)
- Turn off lights
- Close blinds
- Block windows
- Turn off computer monitors
- Keep occupants calm, quiet, and out of sight by laying low to the ground
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, desks, chairs, tables, filing cabinets, etc.). Such cover may protect you from injury
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

### **8. Contacting Authorities:**

- Dial 9-911 from any campus telephone. Be aware that the 911 system will likely be overwhelmed.
- Program the Campus Security emergency line into cell phone for emergency use. 312-369-1111(emergency line)

### **WHAT TO REPORT:**

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc