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| Active Shooter | ACA Standards: None | | |
| Joe M. Allbaugh, Director Oklahoma Department of Corrections | | Signature on File | |

Active Shooter

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

I. Policy

The Oklahoma Department of Corrections (ODOC) will take appropriate actions to reduce the potential threat of an active shooter and to preserve and safeguard the well/being, safety, and security, of staff, volunteers, visitors, inmates, and offenders by minimizing the risk of injury during an active shooter incident.

II. Definitions

A. Active Shooter

An individual(s) 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.

B. Shelter in Place

Remaining in an immediate location, using available cover and/or concealment to shield oneself from the view of an active shooter.

C. Incident Command System

A standard, on-scene, best practices operating procedure employed by the ODOC to consistently establish command in a correctional setting and to provide a system for the effective management of personnel and resources responding to an incident.

D. Incident Action Plan

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident, identification of institutional resources and assignment of staff. The incident action plan may include various attachments, documents and forms, such as incident reports, disciplinary reports, and use of force documentation that must be completed as the incident progresses.

E. Simulations/Drills

A staged incident in which responding staff react in terms of planning, directing and communicating as if the incident were actually occurring. An effective simulation is a controlled group training activity that has objectives and outcomes directly related to on-the-job performance of staff.

III. Procedures

A. Active Shooter Incident Action Plans

1. All ODOC facilities/units will designate a section chief to develop an incident action plan for response during and after an active shooter incident. The plan will direct staff to follow the training they received in statewide mandatory active shooter training, as well as the responses locally to mitigate the active shooter situation.
2. The appropriate senior/executive staff member will review all plans from facilities/units. The agency active shooter response committee will review each plan for correctness and compliance with agency training standards. The agency active shooter response committee will be comprised of members named by the Chief of Operations. Plans will be updated as necessary and will be reviewed as outlined above at each change or reviewed by the active shooter response committee in each even numbered year.

B. All facilities/units will designate staff to serve as the incident commander(s).

1. Incident commanders will develop and implement an incident action plan for assisting and facilitating responding law enforcement personnel during an active shooter incident.
2. During an active shooter incident, staff is likely to follow the lead of the incident commander. Incident commanders should be prepared to:
 - a. Take immediate action.
 - b. Remain calm and notify as many staff members as possible of the danger.
 - c. Lock and barricade doors, if safe to do so. Isolate the active shooter.
 - d. Evacuate staff and others in the building via a preplanned evacuation route to a safe area.
 - e. Provide direct assistance to help those with special needs and/or disabilities to safely evacuate the area or to shelter in place.
 - f. Cooperate with responding law enforcement personnel.
3. It is the responsibility of each staff member assigned to the facility/units to:
 - a. Attend and participate in all agency and unit training relating to active shooter response.
 - b. Know the evacuation route for their area (including all exit doors and windows that may aid in the safe evacuation from the area) and have a plan in mind to safely evacuate. Staff should have at least two evacuation routes, when possible. If you are in a safe location within the facility, do not attempt to evacuate until instructed to do so by responding law enforcement personnel.
 - c. Be ready to evacuate, regardless of whether others are willing or able to follow.
 - (1) Leave your personal belongings behind.
 - (2) Help others evacuate, if possible and safe to do so.
 - (3) Once evacuated, prevent others from entering the area where the incident is happening.

(4) Call 911 immediately upon safe evacuation from the scene.

4. All incident action plans will include a staff member designated to establish a staff assembly area where all staff who have evacuated the building will meet and report to determine the number of staff who are safe and the number who remain in the facility/unit. Due to the fluid nature of active shooter situations the staff assembly location cannot be designated in advance but rather must be designated during or immediately after the incident. Staff must be aware of the need to find this location and report for staff accountability purposes. Designated meeting areas must be accessible to all staff. Consideration will be given to ensure staff who are disabled can access the designated meeting area.

IV. Contacting the 911 Operator

- A. Staff contacting 911 should be prepared to provide as much information about the situation and active shooter as possible. Information to provide to the 911 operator includes:
 1. Location of the active shooter(s);
 2. Number of shooters;
 3. Physical description of the shooter(s);
 4. Number and type of weapons held by the shooter(s);
 5. Number of actual and potential victims at the location; and
 6. Physical address of the facility.

V. Staff Responsibilities for Response to Pre-incident Indicators

- A. All staff should be alert for suspicious/threatening person(s) on ODOC property.
- B. If a suspicious/threatening person is observed on ODOC property, staff will immediately notify a supervisor. In cases where the person observed poses an immediate threat, staff will contact 911 as soon as possible and then notify their supervisor.
 1. When a suspicious/threatening person is identified in a ODOC facility where inmates are housed, staff will implement the incident command system (ICS) and/or the [OP-050102](#) "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities." Staff observing

the suspicious/threatening person will assume command until command is transferred

- C. When possible, staff will use the telephone, e-mail or radio to alert persons in the area of the suspicious/threatening person.

VI. Post Incident Considerations

- A. After the active shooter has been incapacitated and is no longer a threat, staff will engage in the following post-event activities:
 - 1. Incident commanders will conduct an accounting of all individuals at the designated assembly point to determine who, if anyone is missing and/or the number of victims.
 - 2. Incident commanders will work with and support responding law enforcement to identify and secure the crime scene and to preserve crime scene evidence.
 - 3. The incident commander or facility/unit supervisor will notify the appropriate chain of command in accordance with [OP-050102](#) "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities."
 - 4. Incident commanders will consult with law enforcement to coordinate interviewing of staff and ensure "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) and other required documentation are completed in a timely manner.
 - 5. Incident commanders may be relieved by higher authority as needed or time dictates and based on local conditions. The transfer of incident command status requires a formal briefing between the incident commanders at the time of transfer.

VII. Training and Simulations/Drills

- A. The appropriate senior/executive staff member or designee may coordinate with the facility's designated incident commander to schedule and conduct active shooter simulations/drills and to provide training to staff.
 - 1. Simulations/drills will involve designated ODOC staff assigned to the facility/unit and may include participation from outside law enforcement.
 - 2. Advance notice may be provided to all staff assigned to the facility prior to conducting an active shooter simulation/drill.

3. Active shooter simulations/drills will be controlled and monitored by staff designated by the Chief of Operations. All simulations/drills will be documented for the inclusion of information in a final report, which will be submitted through the facility/unit head to the incident commander and regional director.
 4. Staff participating in the active shooter simulation/drill will be included in a debriefing and provided an opportunity to ask questions and offer feedback. The debriefing will include a review of staff's compliance with policy and procedures applied during the simulation/drill and discussion of any future equipment or training needs.
 5. Active shooter simulations/drills will test the effectiveness of incident action plans, evacuation routes, sheltering in place options and staff's knowledge, skill and ability to correctly and efficiently respond to an active shooter situation.
- B. In addition to incident simulations/drills, each unit is encouraged to run "local tabletop" simulations/drills that do not impact normal operations and can be conducted in a classroom or during shift briefing without shutting down operations affecting unit activities.
1. Staff participating in a tabletop simulation/drill need only indicate their responses.
 2. A debriefing may be scheduled at the discretion of the incident commander following a local tabletop simulation/drill.
 3. The results of the local tabletop simulation/drill will be documented and sent through the facility/unit head to the appropriate regional office.

VIII. References

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-050109 entitled "Reporting of Incidents"

OP-110214 entitled "Workplace Violence"

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

http://www.dhs.gov/sites/default/files/publications/active_shooter_pamphlet_508.pdf

IX. Action

All facilities/units are responsible for developing local procedures.

The regional/unit directors are responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: None. This is a new procedure.

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

"Incident/Staff Report"

[OP-050109](#)