



Loyola Law School Emergency Operations Plan

SECTION C: RESPONSE

2) CONTINGENCY PROCEDURES

a) ACTIVE SHOOTER

An *Active Shooter* is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter incidents are usually over in 10 to 15 minutes, usually before police arrive on scene. Loyola Law School (LLS) faculty, staff and employees must be prepared both mentally and physically to deal with an active shooter incident.

When they arrive, police will move to stop the active shooter as soon as possible. Police will proceed directly to the area when the last shots were heard. They usually arrive in teams of 4 officers. Police will be armed with rifles, shotguns, handguns, pepper spray and tear gas to control the incident. They will shout commands and may push individuals to the ground for their safety.

LLS students and employees are likely to follow the lead of managers during emergency situations. During an emergency; Faculty, staff and Emergency Response Team (ERT) members should be familiar with the LLS EOP and be prepared to:

- Take immediate action
- Remain clam
- Lock and barricade doors
- Evacuate students, faculty and staff via to a safe area.

Life and public safety should be placed above all other concerns during emergency situations. The information contained in this section is intended to define responsibilities and describe actions that should be considered in the event of an *Active Shooter* at LLS.



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BE PREPARED

- Be aware of your environment and any possible dangers
- Know at least 2 exits near where your work site is located at LLS
- Have an escape route and plan in mind

HOW TO REACT WHEN AN ACTIVE SHOOTER IS NEARBY

If you can evacuate:

- Quickly determine the most reasonable way to protect your own life.
- If there is an accessible escape path – attempt to evacuate the building.
- Leave your belongings behind.
- Help others to escape – only if safe and possible.
- Keep your hands visible when you exit the building – police may be on scene.

If you can't evacuate:

- Find a place to hide.
- If where you are has a door you can lock – close and lock the door. Hide behind large items (desks, cabinets, etc.).
- Remain quiet.
- If safe to do so, Dial 9, listen for the dial tone and then dial 9-1-1. If you use your personal cell phone, dial 9-1-1. Identify yourself and your exact location to police. Explain to the dispatcher what is occurring. Stay calm and answer the dispatcher's questions. If you can't speak, leave the line open and allow the dispatcher to listen.
- If safe to do so, call Security at extension 1121 or Dial 9, listen for the dial tone and dial (213) 736-1121.



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- If safe and if you are in a position to do so, obtain a description of the active shooter: Gender, Race and Clothing Color are excellent preliminary information to provide the police dispatcher. Height and weight are important if you are able to make those assessments. Tell the dispatcher how many shooters and number / type of weapons held by the shooter and the number of potential victims where you are located.

Taking action against an active shooter:

- As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items at him/her
 - Yelling, screaming at him/her

OUTDOOR ACTIVE SHOOTER

- Look quickly for a location with cover (protection). Brick / Concrete walls, large trees, parked cars or similar cover.
- If no cover is nearby, drop to the ground and lay flat – face down on the ground.
- Do not move until the emergency is over.
- Do not respond to any voice commands unless you know for certain they are being issued by emergency personnel.
- Remain still until you hear directions from emergency personnel, Loyola Law School Security or the Dean's Office.



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PREVENTION

- Foster a respectful workplace.
- Be aware of indications of workplace violence and take remedial actions immediately.
- Make counseling services available to employees.
- Distribute critical keys to the appropriate faculty / staff / employees.
- Become familiar with APPENDIX 3: Floor Plans and Maps.
- Become familiar with APPENDIX 1: Contact List.
- Become familiar with ANNEX'S 1 through 11: Contact information for Building Leaders, Building Assistants and Floor Wardens.
- Make sure appropriate personnel have emergency kits and their contents are intact and in good working order (portable radios, flashlights).



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INDICATORS OF POTENTIAL VIOLENCE BY AN EMPLOYEE

Usually employees don't breakdown at a moment's notice. Signs and indicators usually occur long before the eventual act of violence. Some behaviors to look for are:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism or vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of Loyola Law School policies
- Increased severe mood swings
- Noticeable unstable, emotional responses
- Explosive outburst of anger or rage without provocation
- Suicidal comments about "putting things in order"
- "Everybody is against me"
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes