



Active Shooter Preparation and Response

Critical Information Guide
for Faculty and Staff

CALIFORNIA STATE UNIVERSITY **LONG BEACH**

The Office of Emergency Management, University Police Department

Table of Contents

Message from the Chief	3
Purpose	4
Safety Tips	5
RUN.HIDE.FIGHT	6
Barricading Procedures	8
BeachALERT	9
Disruptive Students	10
CARES Team	11
Training Opportunities	12

3 Message from the Chief

Dear Faculty and Staff,

With the recent active shooter events and other high profile acts of violence that have taken place across our nation I would like to take this opportunity to share with you this critical information guide on **preparing for** and **responding to** active shooter situations.

While the University Police Department has taken every measure to ensure that we are prepared to respond in the event of an active shooter, your awareness of what actions to take may be instrumental in not only your own safety but the safety of those around you.

It is not comfortable to contemplate this happening on our campus. It is important, however, that as a community we make every effort to prepare ourselves. In such a scenario, it is important to remember the following:

- Be on the lookout for BeachALERT notifications on your cell phone about the event, which will include campus areas to avoid or evacuate, and regular updates about the situation.
- Follow all instructions. These will vary depending on the course of events.
- Following directions is especially important when considering whether to shelter in place or attempt to evacuate.
- If you are advised to shelter in place, turn off the lights, silence your cell phone and secure and barricade doors.
- Look for objects that can be used to defend yourself should the need arise.
- Make every effort to remain calm and quiet; rest assured, help is on the way.

As always, we have the safety of each and every one of our students, faculty and staff as our highest priority. We are prepared, we are confident and we are determined to keep our community safe and free from harm and we remain ever vigilant in our commitment to protect and serve our community here at CSULB.

Respectfully,

Fernando M. Solorzano
Chief of Police

4

Purpose

The purpose of this booklet is to provide CSULB faculty and staff with basic yet vital information on how to prepare for, and respond to, an active shooter event or any potentially dangerous situation involving a disruptive individual.

This reference guide is intended to provide **guidelines** and **best practices**; situations are unique, fluid, and will require quick decisions based on circumstances and surroundings.

Moreover, the information in this guide extends beyond our campus and will equip you with the knowledge to respond to such an incident regardless of where it may occur.



University Police, LBPD, and LBFD participating in a joint active shooter drill on campus, 2013



* If you are not sure who the Building Marshals are in your area, contact the Office of Emergency Management at ext. 5-4896

5

Safety Tips

To keep your workplace secure:

Ensure doors are locked whenever you leave your office/department.

Report any broken lights or door locks immediately.

Report any suspicious safety hazards (chains on door handles, emergency exits being blocked).

Know **all** exit routes—not just the route you take every day!

Know the evacuation rally point for your building.

Know the Building Marshals in your department/building.*

Save the University Police telephone number in your phone: **562.985.4101**

Do not allow unauthorized individuals into your work area.

Take all threats seriously.

6

Run.Hide.Fight®

Situations involving active shooters are unpredictable and develop quickly leaving individuals to make important decisions **before** law enforcement can arrive to resolve the situation.

Remember, students and employees are likely to follow the lead of faculty and managers during an emergency situation so be aware of your options. Below are some steps for how to handle an active shooter scenario:



YOUR INITIAL RESPONSE, IF YOU ARE ABLE, SHOULD BE TO RUN

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.



IF YOU CANNOT RUN, FIND A SAFE PLACE TO HIDE

Be out of the shooter's view.

Provide protection if shots are fired in your direction.

Do not trap or restrict your options for movement.



IF BARRICADING IS NOT AN OPTION, AS A LAST RESORT YOU CAN ATTEMPT TO **FIGHT**

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.



WHEN OFFICERS FIRST ARRIVE ON SCENE THEIR PRIORITY IS TO **STOP THE SHOOTER**

- 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.

 **WATCH A VIDEO** at daf.csulb.edu/offices/ppfm/police

(UPD recommends that all CSULB faculty & staff refresh their skills by watching this 5-minute video at least once per semester)

The phrase **Run Hide Fight**[®] is a registered trademark of the City of Houston, and the Run.Hide.Fight.[®] **video** is Copyright © 2012 City of Houston.

Barricading Procedures



It is important to understand the terminology we frequently hear regarding active shooter events. The most common phrases you may hear are “lockdown”, “shelter in place” and possibly “secure in place”.

“Lockdown” is a response typically seen in elementary and high schools, or any building that is smaller in size and can easily be locked and secured by law enforcement. This response is not realistic for a public university of our size. This is one of several reasons the CSU system adopted the RUN.HIDE.FIGHT® model.

This model **trains** and **empowers** individuals to assess their surroundings and make decisions based on their environment. The majority of the time, all you will need to do is RUN! If evacuating is not a viable option, then you should HIDE. In this context, hide means more than simply hiding from view and ducking underneath a desk. To ensure that a shooter(s) cannot access your location, barricading may be necessary (“secure in place”). How you barricade will depend on the objects available to you and the setup of the room you are in.

Tables, chairs, filing cabinets, and printers can be stacked and braced against doors. Belts, power cords, and purse straps can be used to bind crash bars that prevent entry. Active shooters typically select victims at random and follow the path of least resistance. Make it as hard as possible for the shooter to get to you. Be aware, and be resourceful!





BeachALERT!

Emergency Notification System (ENS)

BeachALERT is how our University Police quickly and effectively communicate emergency messages to our campus community.

Any student or employee with an "active" status is automatically registered to receive these alerts, and will stop receiving these alerts only if they 1) intentionally opt-out of the system or 2) no longer have an "active" status with the campus.

While you are automatically enrolled, it is still critical that you log into your MyCSULB account regularly to ensure that your contact information is always up to date.

Text notifications are quickly becoming the most effective way to reach many of our students and employees. If an active shooter situation were to arise, your cell phone should be **silenced** to avoid detection, but remain **on** to receive and view our **BeachALERT** texts.

These critical messages will also be relayed via email, phone call and voicemail, as well as our social media accounts, and our campus-wide PA speaker system.



10 Disruptive or Distressed Students

There is a chance you may be the first person to **SEE SOMETHING** troubling in a student. Trust your instincts and **SAY SOMETHING** if an encounter with a student leaves you feeling alarmed or threatened. By **DOING SOMETHING** you may very well save a student's academic career or possibly even their life.

COMMON INDICATORS:

- Sudden decline in quality of work/grades
- Frequent absences
- Continuous outbursts/disruptions
- Excessive irritability or unusual apathy
- Verbal abuse, unprovoked hostility
- Obvious changes in physical appearance, deterioration of hygiene
- Excessive fatigue, disorientation
- Self-disclosure of family problems, depression, or thoughts of suicide

RESPOND PROTOCOL

Follow the chart to determine who to contact when faced with a distressed or distressing student.

IS THE STUDENT A DANGER TO SELF OR OTHERS, OR DOES THE STUDENT NEED IMMEDIATE ASSISTANCE FOR ANY REASON?

YES

The students' conduct is clearly and imminently reckless, disorderly, dangerous, or threatening including self-harm behavior.

Call 911 or Campus Police

NOT SURE

The student shows signs of distress but I am unsure how serious it is. My interaction has left me feeling uneasy and/or concerned about the student.

Consult Counseling Services (x53735)

NO

I'm not concerned for the student's immediate safety, but he/she is having significant academic and/or personal issues and could use some support or additional.

Refer student to the appropriate campus resource

More information on identifying and assisting distressed or disruptive students (**including the CSU RED FOLDER Initiative**) can be found at: csulb.edu/divisions/students/caps

11

Campus Assessment, Response, and Evaluation for Students Team

The purpose of the CSULB **CARES Team** is to **identify, discuss, investigate, evaluate** and **monitor** student behavior that may pose a threat to themselves or to others. When a student's mental health and well-being are a concern or when a student becomes overtly disruptive, intimidating or violent, they can be referred to the CARES team for assessment.

These interventions protect not only the students who are referred, but help keep our entire campus community safe.

Once a referral is made, our campus team evaluates the student, their actions and their background, and works together to develop a comprehensive action plan to help stabilize the current situation and monitor the ongoing needs of the student on a case-by-case basis.

- ANYONE can submit a CARES referral for a student, including parents and coaches.
- CARES training is available for campus departments/units (visit the website or call Counseling & Psychological Services).

Visit www.csulb.edu/CARES for more information.

REFER A STUDENT TO THE CARES TEAM by submitting a report through our secure online form or call the Associate Vice President and Dean of Students at **562.985.8670**. If this is an emergency, please call 911 or University Police 562.985.4101.

12

Training Opportunities

Training is available by request to any student or employee group, club, or department on campus. Trainings can be customized by time or content to fit the needs of the audience and can include any combination of the following:

- **Informational presentation**
- **Active shooter case studies**
- **Office and classroom walk-through**
- **Barricading demos**
- **Disarming tactics**

For more information or to schedule a training or presentation please contact: UPDTrainingRequests@csulb.edu (this mailbox only accepts emails from CSULB.edu accounts)

IMPORTANT NUMBERS

562.985.4101

911

562.985.4001

562.986.5131

University Police

For Emergencies

Counseling and Psychological Services (CAPS)

UPD Anonymous Tip Line



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