

TAB Q – ACTIVE SHOOTER/HOSTAGE BARRICADE INCIDENT

I. Definition of the Event

An active shooter or hostage situation on campus cannot be predicted and is an extremely dangerous incident that poses a threat that could result in death, serious injury and destruction of property owned by the University. Both usually go hand-in-hand where a hostage situation may turn into an active shooter.

II. Scope of Potential Impact

The **RMU POLICE DEPARTMENT** is responsible for responding to or initiating an outside response to an active shooter/hostage incident on all Robert Morris University campuses. Depending on the immediate severity of the incident several entities of the University may be impacted. There may be additional departments required to assist Police. If an incident of this nature takes place an immediate activation of the Incident Response Team. They will be required to prepare solutions and work towards a final

III. Required Actions

IMMEDIATE RESPONSE PROCEDURES:

In the event of an active shooter, persons should remember the RMU supported response of **Run, Hide, Fight**:

Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

COMMUNICATION & RESPONSE:

- A. The RMU **POLICE DEPARTMENT** will be notified immediately in the event of an active shooter/hostage situation on campus. It is the RMU Police Department's responsibility to notify the Moon Township Police Department and surrounding departments for assistance. They will then notify the Chief of RMU Police for further direction.

The Chief of RMU Police or his designee will make the necessary phone calls to put out an emergency alert notification through RMU ALERT and activate the Incident Response Team.

The RMU Police Department will contact the necessary outside agencies to further investigate the incident, which may be long term if related to a hostage situation. This may include Moon Township Police Department, Allegheny County Police, Pennsylvania State Police and Federal Bureau of Investigation. After such an incident the facilities department may be required to assist with securing an area or building.

Building Lockdown

A "lockdown" is a form of "sheltering-in-place" that is a temporary technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by RMU Police, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given.

In the event of an active shooter situation, a building or campus lockdown/shelter-in-place may be initiated by RMU Police. When this occurs, information will be presented through the emergency notification system RMU Alert.

RMU Police and Facilities may execute a remote lockdown of facilities equipped with an electronic card access system.

- B. The immediate short-term action (0 – 4 hours) will be taken by the **RMU POLICE DEPARTMENT** and any other police agency to immediately end the threat and danger. Assistance will be requested to carry out the necessary steps of safeguarding faculty, staff, students and visitors from the affected location. An initial investigation will be conducted to safeguard any further similar type incidents. Depending on the full nature of the incident, who is called to assist and the length of time necessary to resolve the matter will be unknown. The goal is to resolve the incident as quickly as possible, keeping safety as the number one concern.
- C. The length of the incident is determined by the resources used to resolve the

IV. Reporting

- A. **The RMU POLICE DEPARTMENT** after receiving such a call will report the incident directly to the Office of General Counsel or the Senior Vice President of Business Affairs and Treasurer in his/her absence. As the incident unfolds and additional information is gathered those superiors will be regularly updated on changes.
- B. When an incident of this nature occurs and is determined to be of a real nature the Office of General Counsel or Senior Vice President of Business Affairs and Treasurer will immediately notify the President of the University and activate the Incident Response Team which is directly related to where and who is affected by the incident. Once the Incident Response Team is assembled, they will stay in operation until the conclusion of the incident. The **RMU POLICE DEPARTMENT** will keep the Incident Response Team aware of any progress involved in the incident.
- C. The **POLICE DEPARTMENT** is responsible for initiating an Incident Police Report; it contains all of the investigative aspects of receiving such a report. If an outside agency utilized to assist Robert Morris University, they will also write such a report. Initially these reports may not be immediately available due to their

V. Primary Contacts

- The primary contact for any active shooter threat or incident is the RMU POLICE DEPARTMENT at (412) 397-2424. They will respond to handle the incident.
- The RMU Police Department will immediately notify the Director/Chief of RMU Police for additional instructions.
- The Director/Chief of RMU Police will contact the Office of General Counsel who is responsible for an emergency notification of the campus community.
- The Office of General Counsel will contact the Senior Vice President of Business Affairs and Treasurer.
- The Senior Vice President of Business Affairs and Treasurer will notify the President of the University and make a determination to activate the Incident Response Team.

** Additional contact phone numbers related to the IRT is available at the RMU Police

VI. Shortfalls/Limitations

Most incidents of this nature occur randomly without warning and usually result in death of innocent bystanders. Officers should continually be trained on responding to and handling serious incidents of this nature. Public Relations are extremely important in protecting the University, even though the media will want to report a story.