



## INTERNATIONAL HOUSE

### ACTIVE SHOOTER PLAN

#### PURPOSE

The purpose of the Active Shooter Emergency Plan is to provide a comprehensive understanding of what an “Active shooter” is, the responsibility of our Public Safety Department and various members of our Emergency Response Team, and to educate our community on the best safety practices when and if they encounter such an event.

#### APPLICABILITY

This plan applies to the International House New York, located at 500 Riverside Drive New York, NY 10027.

#### CHARACTERISTICS OF AN ACTIVE SHOOTER

The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and is not meant to be a comprehensive list describing all active shooters.

- Active shooters usually focus on assaulting persons with whom they come into contact. Their intention to cause bodily harm is usually an expression of hatred or rage rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may plan on killing a number of people as quickly as possible.
- Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to locations where potential victims are close at hand, such as libraries, dining halls and gymnasiums.
- Tactics such as containment and negotiation, normally associated with stand-off incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
- Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority of the active shooter.
- Active shooters may employ some type of diversion, such as smoke bombs or set off fire alarms.
- Active shooters may be indiscriminate in their violence, or they may seek specific victims.
- Active shooters may be suicidal, deciding to die during their actions either at the hand of others or by a self-inflicted wound.
- Active shooters usually have some degree of familiarity with the building or location they choose to occupy.

- Active shooter events or an active shooter may go inactive by going to a barricaded status with access to victims.

## PERSONAL RESPONSIBILITY & SELF PRESERVATION

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in a room, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range
- and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that people are likely to follow the lead of employees and managers during an active shooter situation.

### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible when evacuating
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

Lock the door

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

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 and improvising weapons
- Yelling
- Committing to your actions

#### SHOULD YOU LEAVE YOUR SECURE AREA

- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk of exposure posed by opening the door for any reason.
- Attempts to rescue people outside a secure area only should be made if it can be done without further endangering the people inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area
- If there is any doubt about a threat to the safety of the individuals inside the room, the area needs to remain secured until you receive an "all-clear" message

#### WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

#### HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

#### INFORMATION TO PROVIDE TO LAW ENFORCEMENT FOR 911 OPERATORS

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

#### PUBLIC SAFETY DEPARTMENT RESPONSIBILITY

The House Manager is responsible for safely responding to and investigating the initial active shooter event.

Public Safety will coordinate and work with outside law enforcement agencies in the response and investigative phase of the active shooter event.

Public Safety will Coordinate efforts to assist Emergency Responders and staff during an Active Shooter Incident.

#### RESIDENT SUPPORT SERVICE

Consistent with the knowledge that trauma-informed mental health emergency services help prevent the onset of, and ameliorate the impact of post-traumatic stress, the International House mental health clinician (resident social worker) will provide trauma-informed emergency support services at the time of crisis and lead follow-up interventions for affected staff and residents via individual and group consultations as needed.

During an active shooter emergency, the mental health professional in-residence will act as a resource for the Public Safety, Law Enforcement, and Emergency Services in ensuring the safety of staff and residents. This may include crisis intervention and management, assisting residents and staff to a safe haven, and logistical support in managing the crisis.

The resident social worker will connect International House residents to internal and community resources as needed. Internal resources may include the resident life staff and community resources will include concrete and psychological services.

#### EMERGENCY NOTIFICATION SYSTEM

Your safety is a top priority for International House. One of the most important tools in an emergency, small or large is swift communication. The International House has the capacity to send blast messages via text, email, or voice message to your mobile device in order to provide you with direct and timely emergency information in case of an emergency.

- International House can send push notifications via the I-House NYC app, which you are highly recommended to download.
- Depending on the available information, the initial message may inform you of where the incident is occurring. If no specific location is provided, the entire property should be considered the area at risk.
- If you are inside the area described, you should follow the guidelines in the section “If the Active Shooter is Nearby”.
- If you are not inside the area described, you should follow the guidelines to stay in place□
- and not come to the area involved.
- Communications, including the use of cell phones, land line phones, and the internet, of a non-emergency nature, should be kept to a minimum during the event.

## EMERGENCY CONTACT INFORMATION

### Law Enforcement:

- New York City Police Department – Main emergency line - Call 911th
- 26<sup>th</sup> Precinct (the closest New York City Police Department)– 212-678-1311

### Emergency I. House contact lines:

- International House Department of Public Safety – Main office of Operations 212-316-8487
- International House Claremont Reception Desk – 212-316-8448
- Contact for emergency mental health assistance – 212-316-7184

***Please note:*** Program these emergency numbers into your cell phone. Also, be aware that the International House telephone system may be overwhelmed during this type of incident but stay on the line.