

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-002

SUBJECT: Response to Active Shooter Threat

EFFECTIVE DATE: April 2013

Policy:

An ACTIVE SHOOTER procedure will be used in the event that a person/persons enters any of Cottonwood Inc.'s buildings displaying or discharging a weapon.

Staff will take immediate precautions to protect themselves, consumers and visitors by following procedures recommended by the Department of Homeland Security.

Procedures:

1. **EVACUATE!** Have an escape route and plan in mind. Help others escape, if possible, but evacuate whether others agree to follow. Leave your belongings behind. Prevent individuals from entering an area where the active shooter may be. Do not attempt to move or aid wounded people. When you are in a safe location, page 'ACTIVE SHOOTER BUILDING (LOCATION) and call 911. When a page is heard staff in buildings that are not being impacted by the active shooter will immediately proceed to lock all exterior doors.
2. **HIDE AND BARRICADE!** If evacuation is not possible, hide in a place where the shooter is less likely to find you. Your hiding place should be out of the active shooter's view and should provide protection if shots are fired in your direction. Lock and barricade the door! Remain quiet and silence your cell phone ringer. Call 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.
3. **TAKE ACTION!** 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. Throw items and improvise weapons with which to attack. Commit to your actions in order to save your life.

Staff should become familiar with the paging function of their telephone in order to page a warning to staff in other building locations. If possible, the Cottonwood, Inc. Connection text alert system will be used to warn all other staff to stay away from the property.

When encountering law enforcement, remain calm, follow officers' instructions, keep your hands raised, empty and visible always. Do not stop officers for help or to ask questions, but proceed in the direction from which the officers came and away from gunshots.

At the conclusion of the event, staff, consumers and visitors should expect to be detained, questioned and debriefed before being released by law enforcement personnel. Staff should also expect not to be able to re-enter premises for a period of days or weeks.