



California State University, Los Angeles

Department of Public Safety

NUMBER: IV- 41

APPROVED: _____

Joseph Curreri, Chief of Police

EFFECTIVE: May 1, 2012

SUPERSEDES: 5/ 1, 2010

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SUBJECT: **Active Shooter Protocol**

I. PURPOSE:

The purpose of this protocol is to save as many lives as possible, as quickly as possible, with consideration to the safety of those responding and to provide a comprehensive agency response plan for active shooter situations. The deployment techniques and tactics described herein should be interpreted as options, not as required actions that must be taken in every case. There may be alternatives other than those described in this protocol. Each situation is unique, and the police response will depend on the known information about the situation and threat(s), the structure or area involved, the availability of additional resources, and other factors.

II. POLICY:

It is the policy of this department that officers shall use only that force which is necessary to accomplish lawful objectives given the facts and circumstances known at the time of the event. An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in the defense of any person in immediate danger of serious physical injury.

III. DEFINITIONS:

- A. Active Shooter: One or more suspect(s) who, as police respond to the scene, are actively killing and/or causing serious, life-threatening bodily injury to multiple victims. The overriding objective of the suspect(s) appears to be that of mass murder, rather than other criminal conducts such as robbery or hostage taking.
- B. Barricaded Suspect: Suspect is in a position of advantage, usually barricaded in a room or building. Suspect is armed and refuses to surrender to police.
- C. Emergency Mass Notification System: Campus emergency notification process to warn students, faculty, staff, and the public of existing conditions. This usual includes text messaging, email, voice mail, public address system, electronic message boards, and building fire alarm activation as possible methods.
- D. Incident Transition: That point during the incident where it becomes clear that the active shooter has become inactive and has ceased their violent, assault-based behavior.
- E. Inner Perimeter: Deployment of officers behind cover and concealment around the area of the suspect, with the primary goal of containing the suspect and preventing escape.
- F. Police Rifle: Deployment of trained officers with a patrol rifle or carbine capable of accurate, high-powered fire at ranges of 25-50 yards or more.

- G. Extraordinary Deployment: Deployment of a small team of officers to move towards and contact the active shooter, or to rescue trapped and injured persons, or to search and clear dangerous areas.
- H. Venue Agency: California State University, Los Angeles is the venue agency within whose geographic jurisdiction the incident occurs.

IV. PROCEDURES:

A. Outline of Primary Points of Operation.

1. Safety Priorities:
 - a. Hostages
 - b. Innocent Persons
 - c. Police and Emergency Personnel
 - d. Suspect
2. Reasonable chance of success:
 - a. Incident Commander must realistically assess situation and the threat(s) involved (e.g., numbers of suspects and their organization, types of weapons, etc).
 - b. Any deployment of officers into a dangerous situation must be for a clear and obtainable objective, and not be reckless or irresponsible.
 - c. Activate Emergency Mass Notification System.
 - d. The officers' numbers, equipment, experience, and training must provide for a reasonable chance of success
 - e. Officers are not expected to operate alone or embark on suicide missions
 - f. Officers will not enter buildings that are actively on fire
3. Operational goals [not in specific order]:
 - a. Containment
 - b. Apprehension of suspect(s)
 - c. Neutralization of threat(s)
 - d. Evacuation of persons at risk
 - e. Transition to SWAT or tactical teams (whenever possible)
 - f. Rendering scene safe
 - g. Activate Emergency Mass Notification System
 - h. Preservation of crime scene
 - i. Collection of evidence
4. Use of Force Policy:
 - a. Deployed officers should operate within the guidelines of the University Police as detailed in the policies and general orders that relate to the use of force.
 - b. Any incident-specific orders related to use of force issues must come from the on-scene Incident Commander.

B. Jurisdiction, Organization, and Communications.

1. During any large emergency, the effectiveness of a multi-agency response usually depends on knowing who is in charge, a workable organizational structure, and reliable communications.

2. The following points are important considerations for active shooter planning, training, and response:
 - a. A CSULA police officer will generally serve as Incident Commander unless the situation dictates consideration of another option.
 - b. The Law Enforcement Incident Command System (LEICS) should be used to organize, manage, and deploy resources;
 - c. Specialized teams and units for active shooter response and management may be established within the LEICS (attachment);
 - d. Executives, managers, and supervisors from other agencies will be needed at the Command Post to fill Section supervisory positions within the LEICS, and to support the Incident Commander in evaluating information and making decisions;
 - e. Early in the response, if possible a dedicated “Tactical” radio frequency and dispatcher should be established for the officers in the Inner Perimeter, Police Rifle officers, and Extraordinary Deployment teams;
 - f. A Staging Area and a Command Post should be established and staffed;
 - g. Fire and medical agencies should be notified and involved in the response;
 - h. Mass notification system activation;
 - i. Additional guidelines are listed in the Active Shooter Response Checklist (attachment).

C. Initial Deployment Options.

1. General:
 - a. The reality of an in-progress active shooter situation is that there are many more urgent tasks to be accomplished than there are personnel available and organized to accomplish those tasks.
 - b. The dynamics of the incident may require the change of emphasis from one deployment option to another, and it is likely that several options will be used before the incident is resolved.
 - c. Rarely, a local SWAT or tactical team may be immediately available to fill the role of a deployment option. More likely, multiple officers from different agencies will have to work together as part of an ad-hoc team.
2. The four initial deployment options are: Evacuation, Inner Perimeter, Police Rifle, and Extraordinary Deployment Teams.
 - a. Evacuation: Officers may discover that there are large numbers of assembled people who are trapped or in significant danger. To save the maximum number of lives, it may be appropriate for officers to initiate evacuation of those persons; delegating management of the evacuation to on-site leaders and authorities whenever possible.
 - b. Inner Perimeter: In nearly every situation, it is critically important to quickly establish a perimeter of inward-facing officers, behind cover/concealment around the structure or area in which the active shooter incident is taking place. The primary purpose of this inner perimeter is to keep the active shooter contained, and prevent the suspect from moving to an area with more potential victims. Secondary missions of inner perimeter officers include directing escaping persons to safe assembly points and collecting intelligence about the suspect’s location and actions.

- c. Police Rifle: A police rifle should generally be deployed as soon as possible, because handguns have limited effectiveness at the ranges involved in the early phases of an active shooter response. Semi-automatic carbines are appropriate weapons for inner perimeter officers, and for extraordinary deployment teams. A police rifle may be the only deployment option that can immediately defend innocent lives in the event the active shooter has taken a position of advantage over an area with many potential victims (i.e. A suspect acting as a sniper from windows or a roof of a building, or in a parking lot or open area where officers cannot set an Inner Perimeter)
- d. Extraordinary Deployment Teams: In some situations, the only option with a reasonable chance of success may be to send an organized team of officers directly into the structure or area where the active shooter incident is taking place. Factors that may justify the use of extraordinary deployment teams include:
 - 1) The active shooter is continuing to display aggressive, deadly behavior, and there are more lives believed to be at risk;
 - 2) The active shooter is moving within a complex enclosed structure or large area, and the suspect's location is not known;
 - 3) Innocent persons are believed to be hiding or trapped within the area or structure and are at risk;
 - 4) Gravely injured victims are believed to be trapped within the structure or area and must be aided and/or evacuated immediately to prevent death;
 - 5) Other deployment options are not available, practical, timely, or likely to succeed.

D. Extraordinary Deployment Teams Defined.

1. General:

- a. Emergency Mass Notification System:
 - 1) As soon as reasonably possible, the Emergency Mass Notification System shall be activated to provide general instructions to students, faculty, staff, and the public of existing conditions.
 - 2) Considerations as to the use or combination of text messaging, email, voice mail, public address system, electronic message boards, and building fire alarm activation shall be incident driven.
 - 3) The decision as to what communication is sent shall be the decision of the incident commander, or the ranking University Police command officer on duty at the time of the incident.
 - 4) A "all clear" or similar message will be sent once a decision is made that the incident no longer presents a threat to the public.
- b. An extraordinary deployment team generally consists of three to five officers arranged in a diamond formation, with firearms pointed outward so as to provide 360-degree security for the team.
- c. Whenever possible, the team leader should be a CSULA police officer, and should be positioned in the middle of the team so as to be able to communicate effectively and control the team's movements.

- d. A semi-automatic police rifle is an appropriate weapon to have at the front of the team. The circumstances of the incident may dictate some modifications of these tactics.
2. Prior to deployment, the team should take a moment to rehearse, and to ensure that all members know their role within the team's mission. There are three different missions for extraordinary deployment teams: Contact with the suspect, Rescue of injured, or trapped persons, and Final Clearing of an area for hidden persons or dangerous conditions. An extraordinary deployment team can have only one mission at a time.
 - a. Contact Team: The mission is to enter the structure or area where the active shooter suspect is believed to be and to locate and stop the threat. This may include arrest, containment, or the use of deadly force. Guidelines for deployment of a Contact Team include:
 - 1) Entering from an inconspicuous side door or window whenever possible;
 - 2) Moving directly towards the threat;
 - 3) Bypassing open doors, injured persons and explosive devices;
 - 4) Clearing rooms using dynamic entry of two or more officers; and
 - 5) Transmitting route, current situation and conditions via radio.
 - b. Rescue Team: The mission of a Rescue Team is to locate and evacuate injured victims and trapped persons. This may include escorting or carrying people out; or calling in additional help to take over the evacuation. Guidelines for deployment of a Rescue Team include:
 - 1) Following the route of the Contact Team;
 - 2) Stopping at all doors and rooms within a structure and systematically conducting searches using dynamic room entries of two or more officers; and
 - 3) Transmitting route, current situation, and conditions via radio.
 - 4) The Rescue Team must be prepared to encounter a (second) suspect, at which time the Rescue Team will assume the role and mission of a Contact Team
 - c. Final Clearing Team: The mission of a Final Clearing Team is to methodically search the structure or area of an active shooter to ensure that the scene is safe and that all hidden and/or injured persons have been evacuated. Guidelines for deployment of a Final Clearing Team include:
 - 1) Use of "fresh" personnel other than those involved in original Contact and Rescue Teams;
 - 2) Following the route of the Contact and Rescue Teams;
 - 3) Conducting slow, methodical searches for secondary suspects, hidden persons, booby traps, and dangerous conditions;
 - 4) Transmitting route, situation, and conditions via radio; and
 - 5) Marking "safe" on the entrance door to any area that has been searched and deemed safe by the Final Clearing Team leader.

E. Incident Transition

1. At any point within an active shooter incident, if the suspect becomes inactive and ceases his or her deadly behavior, the deployed officers shall notify the Incident Commander.

2. The suspect should be contained within a tight inner perimeter, and should be treated as a barricaded suspect. Injured victims and innocent persons should be evacuated.
3. Additional deployment options would include, but are not limited to, establishing an outer perimeter, initiating crisis negotiations, use of chemical agents, and deployment of police precision rifle teams.

F. Training

1. The law enforcement executives of California State University Los Angeles Department of Public Safety concur that regular training using this protocol is vital to successful application in a real incident.
2. Such training should:
 - a. Be consistent with the basic guidelines and tactics outlined in this protocol;
 - b. Emphasize the multiple agency organization, teamwork, and communication aspects of active shooter response;
 - c. Include management and communications personnel as well as patrol officers;
 - d. Involve role-playing scenarios to add realism to the training; and
 - e. Consist of mock or actual activation of the Emergency Mass Notification System.

V. Attachments:

- a. Active Shooter Checklist Field Units
- b. Active Shooter Notifications Checklist for Dispatch
- c. Incident Command System Organizational Chart Guideline



ACTIVE SHOOTER CHECKLIST for FIELD UNITS



FILENAME: Checklist ACTIVE SHOOTER
Field Units.vsd

University Police - CSULA

Date of Incident:	Time of Incident:	Location of Incident:	DR #:
Initial Responding Officer:	Time of Arrival on Scene:	Initial Incident Commander:	Time of Arrival on Scene:

1. Activity:		Time Completed	Comments
A. Assess circumstances: determine if an "active shooter" situation exists			
B. Establish Incident Commander			
C. Establish Command Post			
D. Request resources			
E. Request activation of Emergency Notification System for Students, Faculty, and Staff, if required			
F. Broadcast all available known information to be provided to surrounding support jurisdictions			
G. Plan a response: Initial options include:	1) Evacuation		
	2) Inner Perimeter		
	3) Tactical Rifle		
	4. Deployment Teams		
H. Determine appropriate type of Deployment Team that will a reasonable chance of success	1) Contact Team		
	2) Rescue Team		
	3) Final Clearing Team – utilize support agencies, if appropriate		
I. Incident Transition: tactical considerations if situation changes from active shooter to barricade suspect	1) Evacuate injured & others		
	2) Contain suspect in tight inner perimeter		
	3) Establish outer perimeter		
	4. Crisis negotiations		
	5) Chemical agents		
	6) Deployment of police teams		
J. Ensure preservation of crime scene and collection of evidence			
K.			
L.			
M.			
N.			
O.			
P.			
Q.			

Signature of Person Completing Inspection:

Copies distributed to: Chief of Police; Incident Commander;
Captain; Lieutenant; Written Report/Records.

See Reverse Side for Further



ACTIVE SHOOTER CHECKLIST: Police Dispatch



FILENAME: Checklist ACTIVE SHOOTER
Police Dispatch.vsd

University Police - CSULA

Date of Incident:	Time of Incident:	Location of Incident:	DR #:
Initial Responding Officer:	Time of Arrival on Scene:	Initial Incident Commander:	Time of Arrival on Scene:

This form is to be used by the Police Dispatch point only.

1. Agency / Person Notified:	Time Notified	Arrival Time	Comments
A. Activate Emergency Notification System for students, faculty and staff.			
B. Police Captain			
C. Police Lieutenant			
D. Chief of Police			
E. University President			
F. LASD (East LA Station)			
G. CHP (East LA Station)			
H. Alhambra Police			
I. Monterey Park Police			
J. LAPD (Hollenbeck)			
K. Ambulance / Medical Services			
L. Campus Facilities			
M. Fire Services			
N. Public Affairs (University)			

2. Staff Deployment Listing

Member Name:	Designator:	Position / Equipment / Comments
A.		
B.		
C.		
D.		
E.		
F.		
G.		

Signature of Person Completing Inspection:

Copies distributed to: Chief of Police; Incident Commander;
Captain; Lieutenant; Written Report/Records.

Use Reverse Side for Further Comments and Notes

Comments and Notes:

