

1.1. C.16 Active Shooter

I Policy Index:



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Office of Primary Responsibility: DOC Administration

II Policy:

All Department of Corrections' units will take appropriate actions to reduce the potential threat of an active shooter and to preserve and safeguard the wellbeing, safety and security of staff by minimizing the risk of injury during an active shooter incident.

III Definitions:

DOC Units:

All DOC Institutions, Parole Services and Division of Juvenile Services.

Active Shooter:

An individual(s) actively shooting at people in a confined or populated area. In most cases, active shooters use firearms and there is no pattern to their selection of victims.

Shelter in Place:

Remaining in an immediate location, using available cover and/or concealment to shield oneself from the view of an active shooter.

Incident Command System:

A standard, on-scene, best practices operating procedure employed by the South Dakota Department of Corrections to consistently establish command in a correctional setting and to provide a system for the effective management of personnel and resources responding to an incident.

Incident Action Plan:

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident, identification of institutional resources and assignment of staff. The Incident Action Plan may include various attachments, documents and forms, such as incident reports, disciplinary reports, use force documentation that must be completed as the incident progresses.

Simulations:

A staged incident in which responding staff react in terms of planning, directing and communicating as if the incident were actually occurring. An effective simulation is a controlled group training activity that has objectives and outcomes directly related to on-the-job performance of staff.

Director of Security:

A DOC staff member appointed by and under the supervision of the Director of Prison Operations who is responsible for directing facility security audit programs.

IV Procedures:

1. Active Shooter Incident Action Plans:

- A. All DOC units will maintain a current active shooter Incident Action Plan for each facility where staff are assigned. The plan will include a developed response for staff during and after an active shooter incident. Information and recommendations on how to respond to an active shooter situation may be obtained from the U.S. Department of Homeland Security.
 - 1. Units may designate staff to serve as an Incident Commander(s). The Incident Commander or other assigned staff will develop and maintain an Incident Action Plan for assisting and facilitating responding law enforcement personnel during an active shooter incident.
 - a. During an active shooter incident, staff is likely to follow the lead of the Incident Commander. Incident Commanders should be prepared to:
 - 1) Take immediate action.
 - 2) Remain calm and notify as many staff members as possible of the danger.
 - 3) Lock and barricade doors, if safe to do so. Isolate the active shooter.
 - 4) Evacuate staff and others in the building via a preplanned evacuation route to a safe area.
 - 5) Provide direct assistance to help those with special needs and/or disabilities safely evacuate the area or to shelter in place.
 - 6) Cooperate with responding law enforcement personnel.
 - 2. Each unit will have established evacuation routes.
 - a. Evacuation routes will remain clear of obstructions at all times.
 - b. All exits will remain operational and in good working order.
 - c. Evacuation plans will include provisions for staff who are disabled.
 - 3. It is the responsibility of each staff member assigned to the facility/office to:
 - a. Know the evacuation route for their area (including all exit doors and windows that may aid in the safe evacuation from the area) and to have a plan in mind to safely evacuate. Staff should have at least two evacuation routes, when possible.
 - b. Be ready to evacuate, regardless of whether others are willing or able to follow.
 - 1) If you are in a safe location within the facility, do not attempt to evacuate until instructed to do so by responding law enforcement personnel.
 - c. Leave your personal belongings behind.
 - d. Help others evacuate, if possible and safe to do so.
 - e. Once evacuated, prevent others from entering the area where the active shooter may be located.

- f. Call 911 immediately upon safe evacuation from the scene.
4. All Incident Action Plans will include options for staff to shelter in place if evacuation is not possible. Sheltering in place includes:
 - a. Educating staff on the differences between cover and concealment.
 - b. Turning off cell phones and remaining quiet.
 - c. Locking office doors or blockading the door. If safe to do so, staff in a hallway or open area/cubicle should get to a room/office and secure the door. If this is not possible, conceal yourself from view of the active shooter.
 - d. Turning off lights, if safe to do so.
 - e. Hiding behind large items (i.e., cabinets, desks).
 - f. Calling 911 to summon local community emergency responders, if safe to do so.
 - 1) The deployment of law enforcement may be required to stop the shooting and/or incapacitate the shooter.
 - g. Being prepared to defend yourself by taking action against the active shooter. This includes applying physical use of force to disrupt or incapacitate the active shooter. Such actions are last resort options and should be applied only when it is necessary to protect yourself and/or others from imminent and substantial bodily harm and/or death.
5. Incident Action plans may include a designated assembly area where evacuated staff will meet and report in so it can be determined the number of staff who are safe and the number who remain in the facility.
 - a. Designated meeting areas must be assessable to all staff. Consideration will be given to ensure staff who is disabled can access the designated meeting area.

2. Contacting the 911 Operator:

- A. Staff contacting 911 must be prepared to provide as much information about the situation and active shooter as possible. Information to provide to the 911 operator includes:
 1. Location of the active shooter(s).
 2. Number of shooters.
 3. Physical description of the shooter(s).
 4. Number and type of weapons held by the shooter(s).
 5. Number of potential victims at the location.
 6. Physical address of the facility.

3. Staff Responsibilities for Response to Pre-incident Indicators:

- A. All staff must be alert for suspicious/threatening person(s) on DOC property.
- B. If a suspicious/threatening person is observed, staff will immediately notify a supervisor. In cases where the person observed poses an immediate threat, staff must contact 911 as soon as possible and then notify their supervisor.
 - 1. When a suspicious/threatening person is identified in a DOC facility or on the grounds of a facility where offenders are housed, staff will implement the Incident Command System (ICS) and/or the Emergency Response protocol (See DOC policy 1.3.B.1 [Emergency Response](#)). Staff observing the suspicious/threatening person will assume command until command is transferred.
- C. When possible, staff will use the telephone, e-mail or radio to alert staff/people in the area of the suspicious/threatening person.
- D. Staff will attempt to contain and isolate the suspicious/threatening person behind locked doors, or closed gates.
- E. In the event staff becomes aware a fellow staff member or other individual is exhibiting potentially violent behavior, or an individual has made comments or threats about harming others, staff has a duty to immediately report the threats to their supervisor and/or Bureau of Human Resources. Supervisors will report the information up the chain of command.
- F. All reported incidents of harassing, threatening or violent behavior(s) in the workplace will be investigated by the DOC (See DOC policy 1.1.C.1 [Code of Ethics](#)).

4. Post-Incident Considerations:

- A. After the active shooter has been incapacitated and is no longer a threat, staff will engage in the following post-event activities:
 - 1. Incident Commanders or other assigned staff will conduct an accounting of all individuals at the designated assembly point to determine who, if anyone is missing and/or the number of potential victims or injured staff members.
 - 2. Incident Commanders or other assigned staff will work with and support responding law enforcement to establish a crime scene and to preserve crime scene evidence.
 - 3. Incident Commanders or other assigned staff will determine a method for notifying families of individuals affected by the active shooter.
 - a. Each unit will maintain a list of all staff members assigned to that area and their personal emergency contact information. The list will be kept in a secure, designated location accessible to designated staff.
 - 4. The Incident Commander or other assigned person will notify the Secretary of Corrections in accordance with DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#).
 - 5. The Incident Commander or other assigned person will make plans for demobilization of DOC staff who responded to the incident and ensure medical and mental health staff are on scene to provide services to staff.

6. Incident Commanders or other assigned person will consult with law enforcement to coordinate interviewing of staff and ensure all written incident reports and other required documentation is completed in a timely manner.

5. Training and Simulations:

- A. The Director of Security may coordinate with the facility's designated Incident Commander to schedule and conduct active shooter simulations and to provide training to staff.
 1. Simulations will involve designated DOC staff assigned to the facility and may include outside agency staff, i.e. local law enforcement.
 2. Advance notice may be provided to all staff assigned to the facility prior to conducting an active shooter simulation.
 3. Active shooter simulations will be controlled and monitored by designated staff. All simulations will be documented for the inclusion of information in a final report, which will be submitted to the Incident Commander and Director of Security.
 4. Staff participating in the active shooter simulation will be included in a debriefing and provided an opportunity to ask questions and offer feedback. The debriefing will include a review of staff's compliance with policy and procedures applied during the simulation and discussion of any future equipment or training needs.
 5. Active shooter simulations will test the effectiveness of Incident Action Plans, evacuation routes, sheltering in place options and staff's knowledge, skill and ability to correctly and efficiently respond to an active shooter situation.
- B. In addition to incident simulations, each unit is encouraged to run "local tabletop" simulations, which are simulations that do not impact normal operations and can be conducted in a classroom or during shift briefing without shutting down operations or affecting unit activities.
 1. Staff participating in a tabletop simulation need only indicate their responses to the incident without physically acting out the response.
 2. A debriefing may be scheduled at the discretion of the Incident Commander following a local tabletop simulation.
 3. The results of the local tabletop simulation will be documented and sent to the unit's training director.

V Related Directives:

DOC policy 1.1.A.3 -- [Reporting Information to DOC Administration](#)

DOC policy 1.1.C.1-- [Code of Ethics](#)

DOC policy 1.3.B.1 -- [Emergency Response](#)

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

http://www.dhs.gov/sites/default/files/publications/active_shooter_pamphlet_508.pdf

VI Revision Log:

August 2014: New Policy

December 2015: **Added** “for adult facilities and may assist” and **Added** “other units” in Section 1 A. **Deleted** “will” and **Replaced** with “may” and **Added** “adult facility’s” in Section 5. **Deleted** “and sent to the Director of Security for review” and **Replaced** with “sent to the unit’s training director” in Section 5 B. 3. **Deleted** C. and 1. in Section 5.

November 2016: Minor changes in structure and grammar.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

12/17/2016

Date