

1.1.C.16 Active Assailant

I Policy Index:



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II Policy:

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

III Definitions:

Active Assailant:

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

Director of Security:

A DOC staff member appointed by and under the supervision of the Director of Prison Operations with specific security-related responsibilities.

DOC Units:

All DOC institutions, Parole Services, Division of Juvenile Services and the DOC Administration office.

Incident Action Plan (IAP):

A written plan containing general objectives reflecting the overall strategy for managing an incident, identification of resources and assignment of staff. The Incident Action Plan may include various attachments, documents, forms, and reports utilized by staff when responding to an incident.

Incident Command System (ICS):

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

Shelter in Place:

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

Simulations:

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

IV Procedures:

1. Active Assailant Incident Action Plans:

- A. All DOC units will ensure that all locations where unit staff are assigned, and work maintain a current Incident Action Plan to respond to an active assailant situation. Each individual site will have its own individualized plan. The plan will include a developed response for staff at the site during and after an active assailant incident. Information describing possible response protocol when responding to an active assailant situation can be obtained from the U.S. Department of Homeland Security.
 1. Units will designate staff to serve as Incident Commanders. The Incident Commander or equivalent will develop and maintain an Incident Action Plan that directs response to an active assailant incident at the site or facility.
 - a. During an active assailant incident, staff will 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 assailant.
 - 4) Evacuate staff and others to a safe area utilizing the pre-planned evacuation route.
 - 5) Provide direct assistance to help those with special needs to safely evacuate the area or to shelter in place.
 - 6) Cooperate with responding law enforcement personnel.
 2. Each site's Incident Action Plan will have established evacuation routes specific to that site.
 - a. Evacuation routes will always remain clear of obstructions.
 - b. All emergency exits will remain operational and in good working order.
 - c. Evacuation plans will include provisions and considerations for staff with special needs.
 3. Each staff member assigned to the site shall:
 - a. Know the evacuation routes for their area (including all exit doors and windows that may aid in the safe evacuation from the area), including the route(s) that best apply to their assigned location within the site, and have a plan to safely evacuate the site.
 - b. Be ready to evacuate, regardless of whether others are willing or able to follow.
 - 1) If in a safe location within the site, do not attempt to evacuate until instructed to do so by responding law enforcement personnel.

- c. Leave all personal belongings behind. Preservation of life is always the first priority.
 - d. Help others evacuate, if possible and safe to do so.
 - e. Once evacuated, prevent others from entering the area where the active assailant 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. Knowing the difference between cover and concealment.
 - b. Turning off cell phones and remain quiet.
 - c. Locking office doors and blockading the door, if not equipped with a locking mechanism. If safe to do so, staff in a hallway or open area/cubicle should get to a room and secure the door. If this is not possible, conceal yourself from view of the active assailant.
 - d. Turning off lights, if safe to do so.
 - e. Hide behind large, dense items (i.e., cabinets, desks).
 - f. Call 911 and if within a DOC institution, the Special Investigations Unit (SIU), if safe to do so.
 - 1) The deployment of law enforcement may be required to stop the shooting and/or incapacitate or secure the assailant.
 - g. Be prepared to defend yourself by taking action against the active assailant. This includes applying physical force, up to and including deadly force, to disrupt or incapacitate the active assailant. Such actions are a last resort 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 will include a designated assembly area where evacuated staff will meet and report, and so that it can be determined the number of staff who are safe and the number who remain at the site.
- a. Designated meeting areas must be assessable to all staff. Consideration will be given to all staff can reasonably 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 assailant as possible. Information to provide to the 911 operator, if known, include:
 1. Location of the active assailant(s).
 2. Number of assailants.

3. Physical description of the assailant(s).
4. Number and type of weapons held by the assailant(s).
5. Number of potential victims at the location.
6. Physical address.

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

- A. All staff must be alert for suspicious/threatening person(s) on their assigned site.
- B. If a suspicious/threatening person is observed, staff will immediately notify their supervisor. In cases where the person observed is believed to pose a significant, direct threat to others, staff shall contact 911 and SIU if on a DOC facility, as soon as possible and notify others as appropriate.
 1. When a suspicious/threatening person is identified in a DOC facility or on the grounds of a DOC facility housing inmates, staff will implement the Incident Command System (ICS) and the appropriate emergency response protocol (See DOC policy 1.3.B.1 [Emergency Response](#)).
 2. At MDSP, SWDP and SDSP, available Special Investigations Unit staff should be notified.
- C. When possible, staff will use the telephone, e-mail or radio to alert staff and others in the area of the suspicious/threatening person.
- D. If safe to do so, staff will contain and isolate the suspicious/threatening person behind locked/secured doors or closed gates.
- E. In the event staff becomes aware a fellow staff member is exhibiting potentially violent behavior, or has made comments or threats about harming others, staff has a duty to immediately report the threats to their supervisor.
 1. 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 [Staff Code of Ethics](#)).

4. Post-Incident Considerations:

- A. After the active assailant has been incapacitated or 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 staff 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 perimeter 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 assailant.

- a. Each unit will maintain a list of all staff members assigned to that facility or site and their corresponding 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 directly notify the Secretary of Corrections in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration and Office of Risk Management](#).
5. The Incident Commander or other assigned person will make plans for demobilization of DOC staff responding to the incident and ensure medical and mental health staff are on scene and available 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 sites designated Incident Commander or trainer to schedule and conduct active assailant simulations and provide training or information to staff.
 1. Simulations will involve designated DOC staff assigned to the facility or site and may include local law enforcement's role in responding to the incident.
 2. Advance notice may be provided to all staff assigned to the site prior to conducting an active assailant simulation.
 3. Active assailant 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 Director of Security or as directed.
 4. Staff participating in the active assailant simulation may 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 assailant 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 assailant situation.
- B. In addition to incident simulations, each unit is encouraged to run "local tabletop" simulations, which are simulations that do not directly impact normal operations at the facility or site and can be conducted in a classroom or during shift briefing without shutting down or interrupting operations or affecting activities at the site or facility.
 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 -- [Staff Reporting Information to DOC Administration and Office of Risk Management](#)

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

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

Active Shooter – How to Respond: http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Active Shooter Event - Quick Reference Guide:

<https://www.cisa.gov/sites/default/files/publications/active-shooter-pamphlet-2017-508.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.

December 2017: Minor changes in structure and grammar.

February 2018: **Reviewed** with no changes.

March 2019: **Reviewed** with no changes.

December 2019: **Reviewed** with no changes.

March 2021: **Changed** policy title from “Active Shooter” to “Active Assailant.” **Deleted** “shooter” and **Replaced** with “assailant” throughout the policy. **Deleted** “and documentation that must be completed as an incident progresses” and **Replaced** with “utilized by staff when responding to an incident” in the definition of Incident Action Plan. **Updated** website links throughout policy.

Mike Leidholt (original signature on file)

Mike Leidholt, Secretary of Corrections

03/16/2021

Date