ACTIVE SHOOTER

LSA Units

Preparedness

☐ It is the responsibility of unit leadership to ensure that appropriate preparations, training, and notifications on emergency procedures are conducted within the unit.

☐ Ensure U-M Emergency Procedures posters are posted throughout unit. Posters are available from LSA Facilities.

☐ Encourage students, faculty, and staff to register for the University Emergency Alert System via TEXT alerts. Alerts can also be received via Twitter @umichdpss.

☐ Review Emergency Operating Procedures (EOPs) and building evacuation plans with faculty, staff, and grad students at the beginning of each academic year.

☐ Ensure unit Building Incident Response Team (BIRT) members are identified and updated rosters are provided to LSA Facilities and to the unit annually.

☐ Annually remind students, faculty, and staff to be aware of multiple means of egress from their spaces, and that they should dial 911 if they believe that there may be an active shooter. If a situation is present where 911 cannot be dialed, they should text the UMPD Communications Center at 377911.

☐ Determine the need for unit-specific protocols and strategies. UMPD Officer Matt Butzky (butzkym@umich.edu or 734.936.1657) can help in developing them.

Immediate Actions—Active Shooter Confirmed in Immediate Area

Absent any additional instructions received via U-M emergency alert system, LSA Radio broadcast, or on-site UMPD Incident Command, the following actions should be taken when an Active Shooter is in your immediate vicinity:

☐ All faculty, staff and students are to stop what they are doing and assess the situation.

☐ Faculty and Graduate Student Instructors (GSIs) in a position of authority within the classroom should keep in mind that their response and demeanor will have an impact on the actions from the class. While there is no expectation that a faculty member and/or GSI will take actions that place their own life in danger, the University’s expectation is that they will offer students guidance for immediate actions.

☐ If the unit has an LSA Emergency Radio, retrieve it (if it is safe to do so), turn it on, and report the incident to LSA Facilities on Channel C15. If you cannot raise LSA Facilities, try to contact them via telephone at 734.764.0323.

☐ If there is an accessible escape path, attempt to evacuate the premises, keeping the following in mind:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Prevent others from entering an area where an active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any police officers or other first responders.
8. Do not attempt to move wounded people.
9. Call 911 once you are safe.

☐ If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, keeping the following in mind:
   1. Be out of the active shooter’s view.
   2. Try to choose a hiding place that might provide some protection should shots be fired in your direction.
   3. Do not trap yourself or restrict your movements.

If possible, lock or barricade the door to prevent access.
   1. If possible, cover windows in doors or sidelights.
   2. Silence your cellphone and/or pager.
   3. Turn off any source of potential noise (e.g. radios, televisions, computers).
   4. Hide behind large items.
   5. Remain quiet.

☐ If evacuation and hiding are not possible, keep the following in mind:
   1. Remain calm.
   2. Dial 911, if possible, to alert police of the active shooter’s location, or text UMPD at 377911.
   3. If you cannot speak, leave the line open and allow the dispatcher to listen.
   4. As a last resort, and only when your life is in immediate danger, attempt to disrupt and/or incapacitate the active shooter.
   5. As the active shooter response is occurring emergency responders will identify themselves as they travel throughout the building.

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**Immediate Actions—Potential Active Shooter in Your Building**

Absent any additional instructions received via U-M emergency alert system, LSA Radio broadcast, or on-site UMPD Incident Command, the following actions should be taken when there is a potential Active Shooter situation in your building, but there is no direct indication (by the sound of gunshots, screaming, excessive commotion, etc.) that the shooter’s presence is in your immediate vicinity:

☐ If an Emergency Alert has been issued, review the message critically to discern any recommended actions and specifics regarding the situation. Given the character limit of text messaging, UMPD is very deliberate in what words they use to convey the messages. When reviewing the alert, keep in mind that a message indicating “person with gun reported” has a different meaning than “active shooter confirmed.”

☐ If an alert of a potential situation in your building does not give other guidance, faculty, staff, and students are to stop what they are doing and assess the situation.

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

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

☐ If it is safe to do so, unit representatives should communicate the potential active shooter alert to classrooms that are assigned to the unit.

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**Immediate Actions—Potential Active Shooter on Campus**

The following actions should be taken when an Emergency Alert is issued for a potential Active Shooter situation on campus, but the alert does not indicate immediate danger in or immediately outside of your building:

☐ All faculty, staff, and students should review escape routes for their areas and be ready to evacuate in case the situation escalates or the active shooter travels from the original location to the vicinity.
☐ Stay alert and keep an eye out for any suspicious or unusual activity.
☐ Dial 911 or text UMPD at 377911 if any suspicious activity is observed.
☐ Monitor the DPSS website (http://www.dpss.umich.edu), LSA website (http://www.lsa.umich.edu), email, text, and LSA Emergency Radios for updates regarding the situation. Updates will be given as they become available, and the frequency of updates will vary across events.

Recovery

☐ Do not attempt to reoccupy the building until the University of Michigan Police Department (UMPD) Incident Commander has deemed the building safe to reenter.

☐ To preserve a possible crime scene and to document any damage, the UMPD Incident Commander must be contacted prior to the commencement of any cleanup efforts so pictures can be taken and damage documented. Units need to maintain a list of damaged equipment/items/spaces and track staff time spent on disaster recovery along with all expenses related to the incident for submission to Risk Management/UMPD after the incident is resolved.

☐ LSA Facilities will assist units in the coordination of cleanup efforts with UMPD, Plant Operations, and outside damage remediation companies. Units should not attempt cleanup efforts on their own or contact a remediation company until they have received guidance from LSA Facilities, Risk Management, and/or UMPD.

☐ When the building is reoccupied, critical research equipment and animals should be checked to ensure that the equipment is operating normally and the conditions within animal-care areas are acceptable.

☐ If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Chief Administrators should make reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with units to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the post-emergency recovery process.

Chief Administrators have the authority to release staff from work if all the following conditions are met:

1. Reasonable evidence exists to suggest health or safety issues are imminent.
2. Contacting LSA HR is impractical relative to the risk to employees in the unit.

A determination as to whether employees must take vacation time, use excused time without pay, or record some other timekeeping status will be made after careful analysis of the event is complete. If the situation is less urgent or clear, contact LSA HR to discuss releasing employees, secure additional approval, and/or explore other possible options. If an employee chooses to leave work without receiving approval from their supervisor, the employee should understand that, after careful review of the situation, LSA may require use of vacation time, excused time without pay, or possibly unexcused, unpaid time to cover that absence.

☐ LSA Instructional Support Services (ISS) and LSA Student Academic Affairs (SAA) will work with the Registrar’s Office to arrange for class cancellation and/or reassignment, if required.
LSA Facilities

Preparedness
☐ Monitor the Emergency Alert System, texts, email, and LSA Emergency Radio system for reports of a potential active shooter alert in LSA buildings.
☐ Test the LSA Emergency Radio System during the fall and winter semesters.

Immediate Actions – Potential Active Shooter Is Reported in the Building
☐ Once LSA Facilities receives notice that an Emergency Alert has occurred on campus, this information will be passed to units via the LSA Emergency Radio System. Updated information will be relayed via the radios as it becomes available.
☐ Monitor the situation on the Plant Operations radio system and via emergency-authority and media information for updates.
☐ Notify LSA leadership, LSA Instructional Support Services (ISS), LSA Development, Marketing, and Communications (DMC), and the University Registrar of the outage. LSA Facilities will serve as a liaison between Plant Operations and LSA.
☐ Receive reports from LSA units on buildings’ status, evacuation status, etc. LSA Facilities will need to track, triage, and forward these issues, as appropriate, to the Plant Operations Call Center (POCC).
☐ If DPSS/UMPD has set up an Incident Command Post (ICP) to coordinate emergency response activities, the LSA Facilities staff member should report to the ICP. The LSA Facilities staff member should bring with them the emergency response supply kit that is located in main LSA Facilities office.

Recovery
☐ Since any active shooter event will elicit a high degree of interest and questions, consider activation of the LSA Coordination Center. If time is available, consult with LSA leadership before activating the LSA Coordination Center. The LSA Annex to the U-M Emergency Operations Plan (EOP) (available on the LSA Facilities website) lists the actions required by various individuals and areas of the Dean’s Office when the LSA Coordination Center is activated.
☐ If the active shooter incident will impact a portion of the building and/or classroom(s) not being available to support instructional or academic activities for a period of time, notify LSA leadership, LSA Student Academic Affairs, ISS, and the Registrar’s Office to arrange for class cancellation and/or reassignment.
☐ Notify LSA Development, Marketing, and Communications (DMC) of the incident and its impact on LSA operations.
☐ If animal research areas are affected by the incident, notify Kathy Gimson (LSA Animal Care Coordinator) by email at kgkids@umich.edu and by cell phone at 734.355.0510 and the University Animal Security Coordination Group (ASCG) by email at: mailto:AnimalSecurityCG@umich.edu.
☐ If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Assist LSA Chief Administrators in making
reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with units to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the recovery process post-emergency.

Chief Administrators have the authority to release staff from work if all the following conditions are met:

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☐ LSA Instructional Support Services (ISS) will work with the Registrar’s Office to arrange for class cancellation and/or reassignment.