

State of Ohio
Adjutant General's Department
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To: All State of Ohio Employees

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Subject: Active Aggressor AKA "Active Shooter" Policy

Purpose –

To provide Adjutant General's Department employees with clear, concise instructions on how to response to an active aggressor, active threat, or active shooter within the agency or within any of the Adjutant General's Department's facilities.

Policy Statement –

The Adjutant General's Department recognizes that the safety of its employees, contractors, customers, Ohio National Guard members, and other visitors in the agency is paramount. The Adjutant General's Department will provide this policy to all current employees when it is published and when subsequent changes are made to it. New employees will receive this policy during new employee orientation. The Adjutant General's employees will receive and participate in annual training as part of their individual location anti-terrorism or Airwing Integrated Base Defense Plan program. Additionally, Adjutant General's Department's employees are required to view the Department of Homeland Security "Run, Hide, Fight" video annually. This training is consistent with the State of Ohio Administrative Policy HR-42 "Response to Active Aggressor."

Applicability -

This applies to all Adjutant General's Department's members, employees and contractors working in any Adjutant General's Department's facilities. This policy is incorporated through FRAGORD 32 to OPOD 17-001J – ONG Active Threat Response Policy.

Procedures –

In the event of an active aggressor, active threat, or active shooter incident with any Adjutant General's Department's facility, the primary mission of the agency is to take all necessary steps to immediately contain and stop any ongoing threat to human life. This mission will be accomplished through a specific response by the first law enforcement officer(s) to arrive on the scene but there are additional things that may need to occur before, during and/or after the law enforcement response.

These procedures outlined below are suggestive in nature. Due to the different security missions at each location, accessibility to secure rooms, available on site security forces and type of threat not all of these procedures will be applicable.

- A. Upon discovery of an active aggressor, active threat, or active shooter situation, when safe to do so, anyone may notify law enforcement (9-1-1) and agency security forces, if possible. In Adjutant General's Department's facilities where an emergency notification system is available, the Joint Operations Center (JOC) will issue an "Active Shooter" broadcast immediately following the discovery of the threat and last known location of the aggressor. The same information will be disseminated, by the JOC, through the Adjutant General's Department's emergency notification system via calls, emails, and text messages. At facilities where section wardens have been established, the section wardens should assist in directing employees within their section to either evacuate or shelter-in-place. Employees should ensure that any member of the public or the Ohio National Guard is permitted to accompany the employee(s) to the safe zone.

When possible and appropriate, security forces, an Adjutant General's Department member, an Ohio National Guard officer, or a section warden will meet and guide responding law enforcement officers to the location of the aggressor.

When practical, occupants of surrounding buildings or facilities will also be notified as soon as possible.

During an active aggressor, active threat or active shooter situations, Adjutant General's Department's employees should also consider the following actions.

1. **Run** – If there is an acceptable path, attempt to evacuate the premises. Personnel should be instructed to:
 - Call 9-1-1 when safe to do so.
 - Have an escape route and plan in mind that takes them as far away from the attacker(s) as possible.
 - Evacuate regardless of whether others agree to follow or remain.
 - Leave belongings behind.
 - Help others escape if possible.
 - Alert individuals who are entering an area where the active aggressor or active shooter may be.
 - Keep hands visible for responding officers.
 - Follow instructions of any law enforcement officer.
 - Do not attempt to move wounded people.

If evacuation is not possible, proceed immediately to the area designated as a "shelter" and contact 9-1-1. Provide the following information to the 9-1-1 operator:

- Location and description of the shooter/aggressor. Provide as detailed information as possible (e.g., race, gender, hair color,

build, tattoos, clothing, etc.) and the last known location of the shooter/aggressor.

- Number of attackers and weapons (e.g., rifles, handguns, knives, machetes, explosives, etc.).
- Location and condition of victim(s).

2. **Hide** – Remain in place until contacted by law enforcement or circumstances dictate otherwise.

- If practical, allow any non-employees access to the safe zone.
- Your hiding place should be out of the shooter/aggressor's view. Provide protection if gun shots are fired in your direction (e.g., locating into a restroom of office and locking the door, staying as low as possible and remaining quiet and still) and not trapping or restricting yourself from movement).
- Lock the door, if possible, and have a person, such as a Section Warden, designated to ensure the door is locked once everyone is in the safe zone.
- Block the doorway with heavy furniture if available.
- Silence your cell phone.
- Turn off the lights to the room.
- Turn off any source of noise (e.g., radio, music player, etc.)
- Hide behind large items (e.g., cabinets, desks, doors, etc.)
- Remain quiet
- Remain in place and stay hidden until you have determined that it is safe. If someone approaches the door and identifies themselves as law enforcement officer, do not be tricked into talking back. Remain silent until you are able to confirm the authenticity of the claim.

3. **Fight** – Take action against the shooter/aggressor. As a last resort, and only when your life is in imminent danger, attempt to do the following.

- Disrupt and/or incapacitate the shooter/aggressor by acting as aggressively as possible against him/her.
- Use improvised weapons.
- Scream/yell.
- Commit to your actions and follow through.

4. When evacuation and hiding are not possible, do the following:

- Remain calm.
- If possible, call 9-1-1 and alert law enforcement of the shooter/aggressor's location.
- If you are unable to speak, leave the line open and allow the dispatcher to listen.
- Mute your phone to prevent alerting the aggressor/shooter.

5. Once law enforcement personnel clear the scene and you are able to evacuate please go directly to your previously designated "rally point". The section wardens will ensure that all employees are accounted for.

B. **Law enforcement response** – The goal of law enforcement is to locate, isolate, and neutralize the shooter/aggressor as quickly as possible to prevent additional injuries or fatalities. In doing so, employees should anticipate that officers will arrive in force and will be armed with rifles, shotguns, and handguns and could be wearing exterior body armor. Officers should be displaying some portion of the uniform or tactical gear identifying them as law enforcement officers.

Initially, the site of a violent incident will be secured as a crime scene. The first wave of officers will not stop to assist persons in need. A later group of officers and/or other emergency personnel will provide treatment and assistance.

C. **Reaction to Law Enforcement** – When law enforcement is present, it is important to:

1. Remain calm and follow instructions from officers.
2. Put down any items in your hands and raise your arms high.
3. Keep hands visible at all times and avoid sudden movements toward officers.
4. Avoid screaming, yelling or shouting.
5. If asked questions by the officer, provide the information.
6. Do not stop officers to ask questions, just follow their direction.
7. Do not leave the scene until instructed to do so except as provided in section A above.

D. "All Cleared issued": The "all clear" announcement will be made when the situation has been contained and the scene is declared safe by law enforcement officials.

E. The health and well-being of the Adjutant General's Department's employees, contractors, and Ohio National Guard members, is the priority. As soon as possible after law enforcement has relinquished command and control of the scene, the Adjutant General's Department's senior management, in conjunction with the human resources office, and Public Affairs Office, will develop information strategies to address questions related to the event from employees and their families. This will include support from the Employee Assistance Program (EAP) when an incident occurs.

F. Definitions –

1. **Active Aggressor** – An individual who is actively engaged in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.

2. **Active Threat** – An active threat is defined as any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to human life. Active threats can take many forms and may or may not have the intent of killing targeted people as quickly as possible. Traditional law enforcement responses to active threats will include the concept of "surround and contain" in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

3. **Threat Types** – Threat types include:

- Active shooter
- Hostage/barricaded subject
- Sniper
- Suicide/Homicide bomber
- Known or suspected terrorist threat (biological/chemical threat)

G. Employees with questions about this policy should direct them to the Adjutant General's Department's State Human Resource Department.

Attachments:

FRAGO 32 to OPORD 17-001J

Antiterrorism Policy CS-15-012

Sample Active Shooter Card

Sample Appendix 19 to Annex M to 121 ARW IDP

Sample Active Shooter Checklist