

# THE WHITE BOOK

## CHAPTER 8

### Emergencies and Severe Weather

## SECTION 1

### Active Shooters

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**1. Organization.** The Commandant Department Sergeant Major has Commandant Department responsibility for, in conjunction with PSAF, maintaining the department active shooter response policy.

**2. Functions.** This policy uses The Citadel Emergency Response Plan (ERP), Annex C, and Department of Homeland Security guidance at

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

to proscribe procedures for

- A. How to respond when an active shooter is in your vicinity.**
- B. How to respond when law enforcement arrives**
- C. Responsibilities of Active Shooter Managers in each department geographic area.**

**3. Procedures:**

**A. How to respond when an active shooter is in your vicinity.**

- i. Evacuate: If there is an accessible escape path, attempt to evacuate the premises. If for example, an active shooter begins engaging the corps during a parade from the south side of Summerall Field, those companies on the north side that are not in contact would evacuate out of harm's way. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Get in a room that is not already secured and secure it.
  - Call 911 when you are safe. Report:
    - Location of the active shooter
    - Number of shooters, if more than one

- Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location
- ii. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. In the parade example, those companies in the middle of the parade field who cannot evacuate would take cover behind trees or under the bleachers. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap you or restrict your options for movement
  - Call Campus Police at 843-953-5114
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture
    - Activate communication devices and await further emergency communications
    - Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer
    - Do not enter hallways or any open areas until a message has been received indicating that the emergency is over
  - If the active shooter is nearby:
    - Lock the door, close blinds
    - Silence your cell phone and/or pager
    - Turn off any source of noise (i.e., radios, televisions)
    - Hide behind large items (i.e., cabinets, desks)
    - Remain quiet, attempt to remain calm, quiet and account for cadets and employees
    - Ignore any fire alarm bells, it may be a trick to draw people into the open
    - The shooter may bang on the door and yell for help to entice you to open the door
  - If evacuation and hiding out are not possible:
    - Remain calm
    - Call Campus Police or Dial 911, if possible, to alert police to the active shooter's location
    - If you cannot speak, leave the line open and allow the dispatcher to listen
- iii. If trapped with a gunman. Don't do anything to provoke. If the gunman is not shooting, follow the gunman's orders and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life, or the lives of others. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. In the parade example, those cadets in the immediate kill zone would take direct action by:
  - Acting as aggressively as possible against the shooter
  - Throwing items and improvising weapons
  - Yelling

- Committing to your actions

Remember, a moving target is much harder to hit than a stationary one, and the last thing that the shooter will expect is to be attacked by an unarmed person.

**B. How to respond when law enforcement arrives.**

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Don't leave the area entirely, you may have information that responding police officers will need. Once in a safe place stay put.

**C. Responsibilities of Active Shooter Managers in each department geographic area.**

- i. The following officials are designated as Active Shooter Managers for Commandant Department personnel within their geographic area:
  - a. Chief of Staff: Jenkins Hall and Thompson Hall
  - b. Assistant Commandant for Leadership Programs: Mark Clark Hall
  - c. Each respective barracks: BN TACs.
  - d. Infirmary: Chief Physician.
  - e. Counselling Center: Director.
  - f. Chapel: Chaplain
- ii. Each Active Shooter Manager will:
  - a. Develop and train assigned personnel on evacuate, hide, and take action procedures.
  - b. Develop and train an accountability plan.
  - c. In the event of an emergency, send an email report to the Commandant, Sergeant Major, and PSAF that provides a status of personnel and the situation within their area of responsibility.