

PROCEDURE TITLE: NC500 Active Threat
RELATED POLICY: NC500 Imminent Threat

A. Definitions

Active Threat: A situation when a person is armed with a weapon and communicates that they have plans to harm and/or kill another person or is harming/killing other individuals. For the purposes of this procedure, the armed person will be referred to as the Perpetrator.

College Notification Systems: The College has a variety of systems to communicate to the college community. These include, but are not limited to, NC Alert, the public address system, the College's Mobile Safety App, social media, telephone and voicemail systems, the College website, and digital displays.

B. Procedure Purpose

This procedure, in conjunction with the Emergency Response Handbook, outlines the appropriate steps to take when an Active Threat is present.

C. Procedure Statements

1. The presence of an Active Threat will be communicated through the most appropriate College Notification Systems which should be monitored throughout the incident.
2. Familiarity with the campus will help when responding to a threatening situation, along with the following steps:
 - a) **Scan and Assess** what is occurring (e.g. hearing a loud bang, seeing others running in a particular direction);
 - b) **Plan:** based on your ongoing scan and assessment, determine your course of action (Get Out, Hide, Defend), considering personal safety, safety of others, personal skill level, location of the threat; and
 - c) **Act:** execute your plan.
3. If you are in a hallway or open/common area when an Active Threat is present, get out of the area as quickly as possible and/or take cover in a safe area.
4. DO NOT post information to social media.

PROCEDURE TITLE: NC500 Active Threat**RELATED POLICY: NC500 Imminent Threat**

5. The primary priority of police is to locate and stop the threat. Police may not know the identity or appearance of the individual. It is important to remain calm and not run toward police. Keep your hands visible and follow their instructions.
6. ONLY in situations such as this should a fire alarm be ignored. Occupants do NOT evacuate unless directed to do so by the College Notification Systems and/or first responders, or if you detect fire and/or smoke.
7. The situation will be tense and individuals should support and encourage each other, if it is safe to do so.

There are three possible courses of action during an Active Threat; Get Out, Hide, and Defend.

Get Out

8. This course of action should be taken when there is an opportunity to get out of the area safely.

When exercising this option, you should:

- a) Avoid attracting the Perpetrator's attention.
- b) If you are in a hallway or open/common area when an Active Threat is present, find a room or an area that can be secured.
- c) Know your surroundings and consider possible exit routes.
- d) Leave your belongings behind.
- e) When out of the building, and if possible, leave campus.
- f) Ensure your safety before helping someone else.
- g) Call 9-1-1 and call, or direct someone to call, the Security Control Centre at ext. 6999, once it is safe to do so; and
- h) Follow direction of first responders.

Hide

9. This action should be taken when it is not possible to get out safely, the Perpetrator's location is unknown, or any movement to get out would draw the Perpetrator's attention.

When exercising this option, you should:

- a) Take shelter, closing and locking and/or barricading the door.
- b) Turn off the lights and close all blinds or window coverings, where possible.

PROCEDURE TITLE: NC500 Active Threat**RELATED POLICY: NC500 Imminent Threat**

- c) Silence all electronic devices, especially cell phones, also taking them off vibrate.
- d) Avoid sight lines (e.g., windows where the Perpetrator can see into the room) and avoid any areas where you are visible.
- e) Where possible, take cover/protection behind concrete walls, filing cabinets, desks, etc.
- f) Remain quiet.
- g) Call 9-1-1 if safe to do so, providing essential information such as the Perpetrator's location if known, and injuries.
- h) Remain calm and assist others with you in remaining quiet and out of sight.
- i) When the all-clear is given, wait for first responders to clear your area; and
- j) Be patient and follow all direction from first responders.

Defend**10. Choosing to defend is a personal decision and should only be done as a last resort.**

11. This action may be required in Active Threat situations where individuals are unable to get out safely or hide, and:

- a) They are a target; or
- b) The potential is great that they will be a target (e.g., the Perpetrator has entered the area).

12. When choosing to defend:

- a) If others in the area have made the same personal decision, work together.
- b) Improvise weapons with what is readily available (e.g., fire extinguishers, furniture, etc.).
- c) Commit to an aggressive physical confrontation, with the objective of stopping the threat by disarming and incapacitating the Perpetrator; and
- d) Be aware that this will be a fight for survival.

13. Once the threat has been stopped, get out of the current location and/or hide.

14. Notify police of the Perpetrator's location from a safe area.

15. When the all-clear is given, wait for first responders to clear your area.

16. Be patient and follow all directions from first responders.

PROCEDURE TITLE: NC500 Active Threat**RELATED POLICY: NC500 Imminent Threat**

D. Forms

None

E. Document History

Date	Approval/Review/Key Change(s)
Dec 16, 2023	NEW
Dec 20, 2023	Active Threat definition updates