



# Violent Intruder Plan

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SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT



# Purpose

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- An active shooter or violent intruder on District property involves one or more individual's intent on causing physical harm and/or death to District occupants. Such intruders may also possess a gun, a knife, a bomb or other harmful device.
- The purpose of creating a Violent Intruder Annex for the District's EOP is to set forth lines of authority, describe how people and property will be protected in the event of a violent intruder, and identify personnel, equipment, facilities, and supplies for use during preparation, response and mitigation operations. This Annex is intended to be a living document, created and revised collaboratively, to protect lives, property, and strengthen instructional and business continuity. The plan will be maintained in print and stored in VEOCI, a virtual emergency operations center and plan clearinghouse.



# Scope

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- The Violent Intruder Hazard Annex will be utilized and employed by the San Mateo County Community College District community. The community occupancy will not be limited to students, staff, and faculty, but will extend to campus occupants who frequent and enter the campus for all extracurricular events. Events include, but are not limited to, commencement, sporting events, allocated rental agreements, and the like. Plan handlers will range from law enforcement, first responders, District leadership to Building Captains and individual citizens.
- Threat and hazard-specific annexes describe the courses of action unique to particular threats and hazards. Specifically, the Violent Intruder Annex shall delineate the strategies and tactics to prepare, respond, and mitigate active shooter and generalized violent intruder events. Recovery strategies will not be included within the Annex. The Annex shall also provide an organizational structure to be utilized within the EOC.



Public Safety



# Public Safety - Preparation Procedures

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1. Ensure all policies and procedures are current, and all staff have been trained to policy and procedure standards.
2. Public Safety shall be trained to competence for the following Violent Intruder Tactical Strategies:
  - Threat Assessment
  - De-escalation
  - ICS and EOC Procedures
  - Scene Size Up (Establish Command)
  - Communication and Early Notification (Including Dispatch)
  - Containment (control zones/perimeters)
  - Lockdown/Barricade
  - Run, Hide, Fight
  - Triage
  - Bleeding Control
  - Resource requests
  - Determined training to maintain Peace Officer Standards and Training (POST Certification)

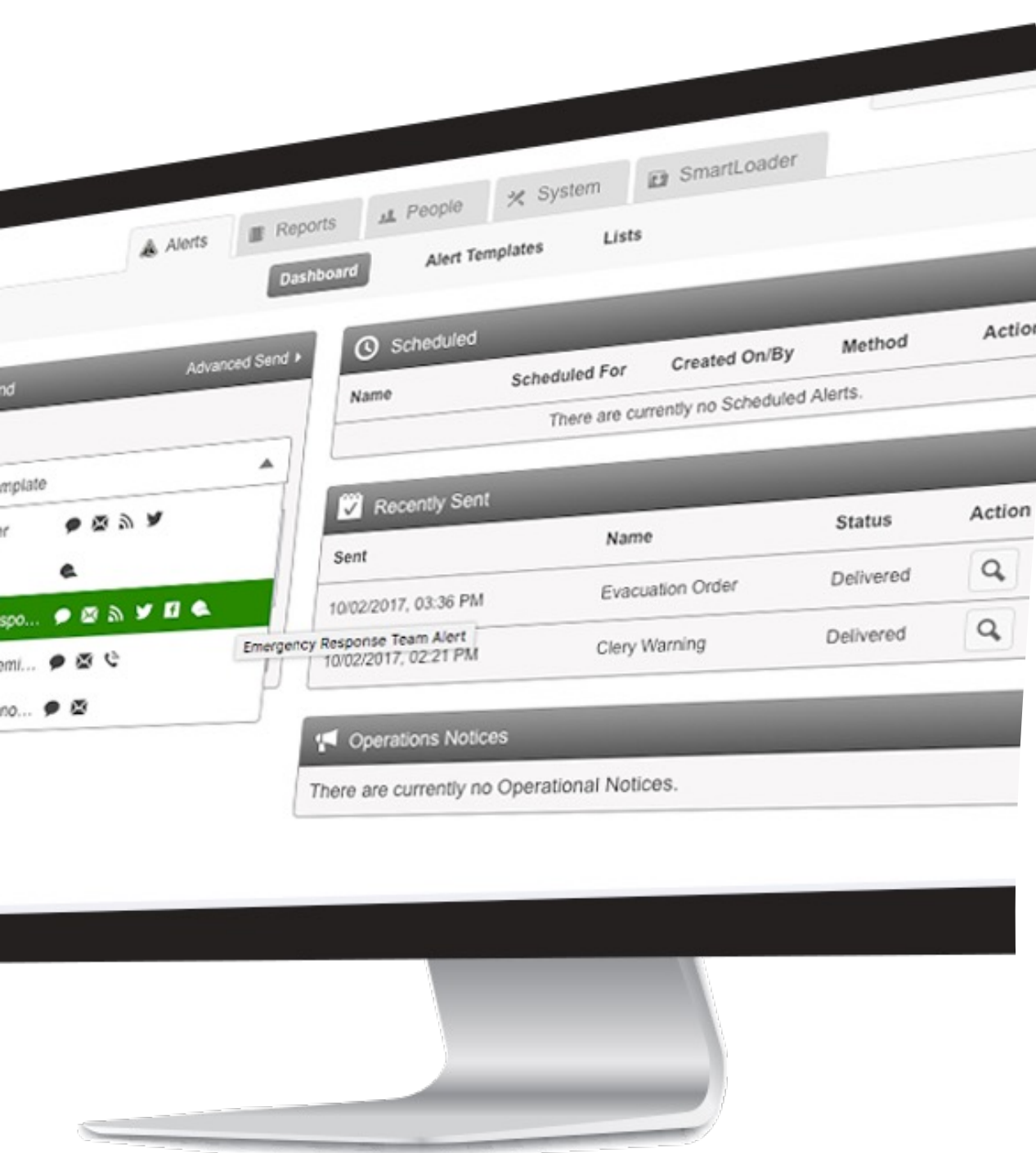


# Public Safety - Preparation Procedures Cont.

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3. Inspect and maintain records for ALL District Safety Hardware (report to Facilities through the work order request process):
  - AEDs
  - Lockdown Buttons
  - Duress Alarms
  - First Aid Kits
  - EMS Supplies
  - Evacuation Chairs
  - Emergency Communication Equipment
4. Ensure all DPS personnel have the correct PPE





# Public Safety - Response Procedures

1. Public Safety Dispatch will immediately send an Alertus/RAVE Alert
  - a. If Dispatch is unable to send, the commanding officer shall be responsible
  - b. If Public Safety cannot send the initial notification, the designated PIO (with DEM) shall be responsible
  - c. Content is intended to identify threat, location, and succinct instructions for lockdown barricade procedures
2. Immediately call 9-1-1
3. Coordinate with and assist Law Enforcement and Emergency Response. The response will be based on the type of hostile act, location and the number of people involved.

# Public Safety - Response Procedures Cont.

4. Immediately respond to secure the area (set up containment zones) and assist Police and other area departments with access and direction for responding officers. **DO NOT ENGAGE** in threat mitigation
5. Based on available information, dispatched responders or officers already at the incident scene may verify that a violent intruder situation exists through information provided by communications personnel; from persons confined within or exiting the target location; from witnesses; by reports of, or sounds of, gunfire; or through related means.
6. When available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects' weapons, persons injured, the number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).
7. Upon completion of the initial assessment, the first arriving officer(s) shall
  - a. advise communications and request resources as deemed necessary, and
  - b. determine whether to take immediate defensive action alone or with another officer or wait until additional resources are available.
8. As soon as practical, officer(s) shall notify Dispatch that a violent intruder situation exists. The officer(s) should provide the following information and updates as available
  - a. the identity, location, manner of dress, and proposed actions of the officer(s) at the scene;
  - b. information about the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions;
  - c. available information on persons injured or under threat, their locations, emergency resources required, and recommended points of entry





# Public Safety - Response Procedures Cont.

9. Unarmed officers can still play a critical role in violent intruder response through the following actions
  - a. facilitating evacuation by
    - i. locating points of egress and directing people to those evacuation points if reasonably safe for them to do so; and
    - ii. locating and directing persons hiding in unsecure locations (e.g., under desks, inside unlocked rooms) to evacuation points
  - b. if evacuation is not possible,
    - i. helping locate and direct persons to safer locations, preferably with thick walls and solid doors with locks; or, in the absence of such locations, rooms that can be barricaded with heavy furniture or objects;
    - ii. directing individuals to silence all personal electronic devices, take cover, and remain silent.
  - c. When possible, assisting with the injured and directing incoming teams to injured persons.
    - i. Perform triage, and
    - ii. Bleeding control



# Public Safety - Response Procedures Cont.

10. Establish Unified Command (or maintain an SMCCCD person(s) at the command post)
  - a. The IC shall ensure that the following actions are accomplished:
    - i. Organize and establish unified interagency communication(s).
    - ii. Establish an inner perimeter to control access to and egress from the area of risk.
    - iii. Establish an outer perimeter (campus access point).
    - iv. Establish staging areas in the cold zone for the following purposes and notify Dispatch of their locations:
      1. for responding officers and other emergency personnel (An officer should be assigned to this staging area to brief arriving personnel, maintain communication with the contact officer or team, and assign duties as directed by the IC
      2. for treatment of the injured and evacuation by EMS or medevac;
      3. where individuals without injuries should be directed for identification and debriefing (evacuation area);
      4. to accommodate arriving family members of persons at the incident scene (notification center/reunification center);
      5. and for the media (Joint Information Center). This area should be staffed with appropriate personnel, such as public information officers.
    - v. Ensure that officers assigned to the evacuation/reunification area maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.
    - vi. Establish traffic control and management for the ingress and egress of public safety vehicles. Special consideration should be given to maintain open routes for rapid transport of the injured





# Building Captains

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# Building Captains – Preparation

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1. Complete and maintain currency in ALL Building Captain Training:
  - a) Containment
  - b) Lockdown/Barricade
  - c) Run, Hide, Fight
  - d) Triage
  - e) Bleeding Control
  - f) Resource requests
  - g) Critical Incident Stress Debriefing
  - h) Three-day general training (see Building Captain Plan)



# Building Captains – Preparation Cont.

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1. Maintain 'Go Bag' and Portable Radio
2. Maintain Currency in all procedures
  - a. AEDs
  - b. Lockdown Buttons
  - c. Bleeding Control Kits
  - d. First Aid Kits
  - e. Evacuation Chairs
  - f. Emergency Communication Equipment
  - g. Situational Awareness



# Building Captains – Response Procedures

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1. Only engage the threat as a last resort
2. Don Go Bag and secure radio
3. Secure First Aid Kits if safe to do so
4. Follow directions per emergency notification
  - a. Lockdown/Barricade
  - b. Run, Hide, Fight
5. Call 9-1-1
6. Radio dispatch if safe with status report
7. Silence phones, turn down radio volume
8. Assist those with disabilities in your vicinity (see Access and Functional Needs Annex)
9. Conduct rescue procedures if safe within a secure location
  - a. Triage (see Appendix)
  - b. Bleeding Control
10. Calmly and quietly review emergency evacuation procedures and prepare for possible evacuation
11. When threat has been removed, assist Public Safety and First Responders in evacuation



# Facilities

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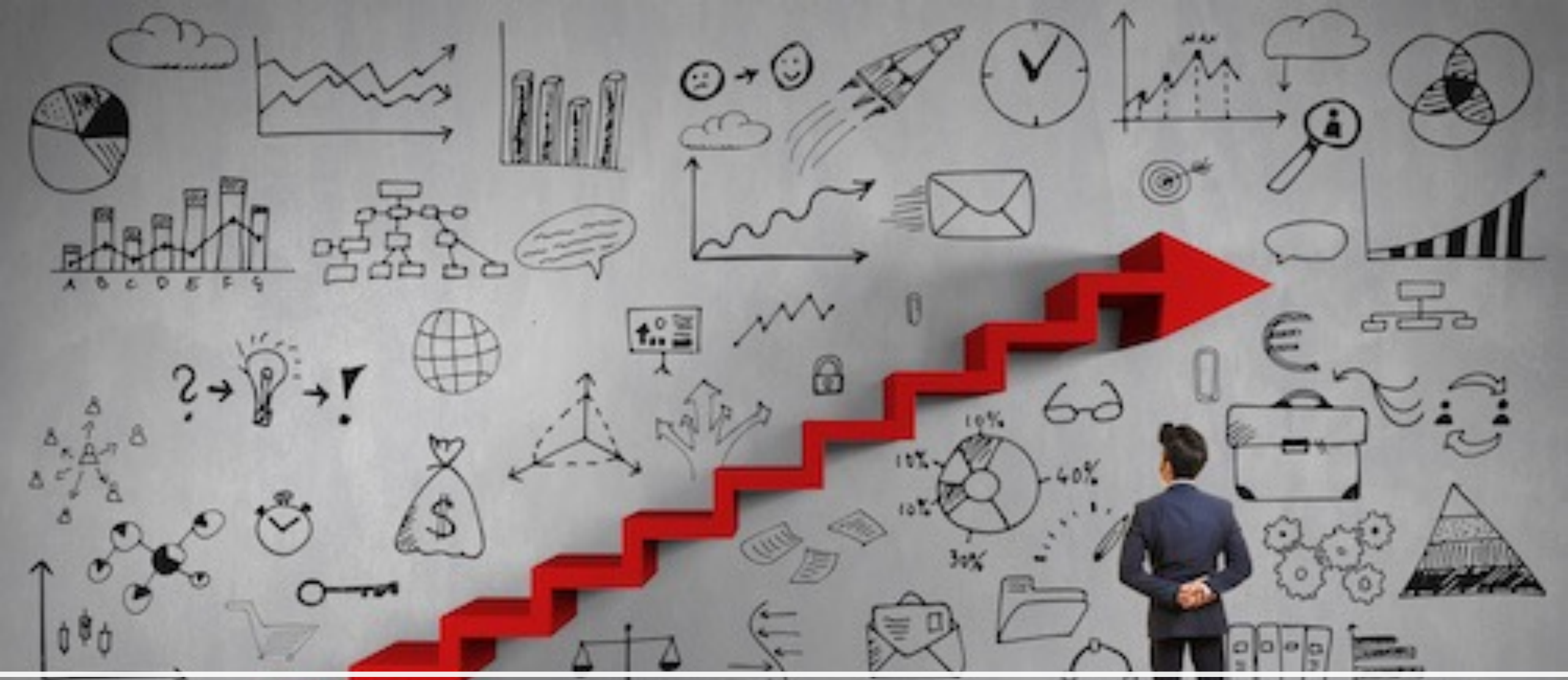
# Facilities – Preparation

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1. Receive system deficiency reports, and make repairs in a timely manner
  - a. AED Cabinets/Alarms
  - b. Lockdown Buttons
  - c. Duress Alarms
  - d. Evacuation Chairs
  - e. Emergency Communication Equipment
  - f. ALL Door locking mechanisms (ACAMS)
  - g. Remove clutter from ALL building egress
2. Ensure selected teams are trained to Building Captain Standards
3. Ensure all Custodial Staff are trained in Bio Hazard Sanitation, Communicable Disease, and Bio Hazard Disposal
4. Ensure all personnel have the correct PPE, and have been trained in suitable use





# Emergency Management



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## Emergency Management – Preparation

1. Maintain EOP and Violent Intruder Annex
2. Train District personnel, including Policy, on Violent Intruder Annex:
  - a. Tabletop exercises
  - b. Multiple company evolutions
3. Preplan areas to hide (Lockdown), and train building occupants during District Lockdown/Barricade Drills
4. Maintain the Multi-Year Training and Exercise Plan (MYTEP)
5. Maintain EMS and Go Bag supplies
6. Collaborate with Facilities, Information Technology Services, and Public Safety in record management, and safety system inspections

# Emergency Management – Response Procedures

1. DEM will command EOC, and Public Safety will command on scene
2. Notify Policy Group (provide concise directions)
3. Stand-Up EOC as soon as safe on site. If site is unsafe, remote work shall be standard
4. Establish command structure
5. Establish Communications with IC/UC and all District Stakeholders
6. Determine locations for JIC, staging, and secure campus collaboratively with IC/UC
7. Begin EOC
8. Establish OPS Periods





Employees & Students



# Employees & Students – Response Procedures

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1. Follow directions per emergency notification/Building Captains/ DPS & Law Enforcement
  - a. Run, Hide, Fight (see Appendix)
2. Secure First Aid kit if possible
3. Call 9-1-1
4. Notify the Public Safety Department immediately. Provide the dispatcher with all available information regarding the threat
5. Silence phones
6. Assist those with disabilities in your vicinity (see Access and Functional Needs Annex)
7. Until the situation has been assessed, remain in classroom or office area unless authorization is received from appropriate authority
8. Follow all instructions from Law Enforcement