

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>OPERATIONS</b>	
<b>324.00</b>	<b>APPROVED:</b> <i>David W. Nye, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 11/16/2015

## ACTIVE SHOOTER INCIDENTS

**324.00 – Active Shooter Incidents** – The U.S. Department of Homeland Security defines an active shooter as “an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.” Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooter and mitigate harm to victims. The procedures in this directive apply to all active shooter incidents.

**324.01 – Schools** – Public and private schools have been identified as high –risk locations. Representatives from each school received training on this policy and have agreed to instruct their staff as follows:

- The school will enter a lock-down mode in the event an active shooter incident occurs.
- School staff should be notified of the incident and should immediately lock as many staff members and students as possible in individual rooms to keep potential threats from entering and to prevent fleeing students from inadvertently entering areas where the suspects are actively inflicting injury to victims. Fire alarms will not be activated and evacuation will not be undertaken until specific direction to do so has been given by responding police officials.
- School administration will meet the responding officers. When possible, the administrator will bring keys to various areas of the building, floor plans, a list of telephone numbers, and any other appropriate materials to the Command Post.

**324.02 – Communications Center** – Upon receiving information that an active shooter situation exists, the Communications Center shall immediately dispatch patrol unit(s) to the problem area for confirmation of the complaint and an initial evaluation. Upon confirmation of the reported situation, the Communications Center will:

- Dispatch additional units to respond to the incident.
- Notify the Watch Commander or the Acting Watch Commander and follow the emergency notifications procedures for command staff and the Public Information Officer.
- Dispatch Fire and EMS units to respond and stand by at or near the location of the incident scene. Preferably, these units should be near the Command Post.
- Notify additional public safety departments and resources for assistance. [46.1.10, b]
- Advise personnel that radio traffic is limited to emergencies only, and to wait for further instructions from the Incident Commander regarding any change of frequency.
- Coordinate the activities of the Communications Center and its personnel, and if necessary, call in additional staff.

**324.03 – Police Response** – Upon notification that there are lives in imminent danger from an active shooter incident, available personnel will:

- Promptly respond to the scene regardless of rank or assignment.
- Ensure that responding plain-clothes officers are displaying a badge or other police identification.
- Be aware that other non-uniform emergency personnel may be responding.
- Be aware that Sheriff's deputies, Fire, and EMS personnel will be responding.
- Attempt to locate a contact person, such as a school administrator, facility manager, or the school resource officer to obtain as much information as possible about the incident. The police unit will conduct a brief interview and then instruct the contact person to remain in a safe but available location at the scene in the event further information is needed.
- Quickly inform additional responding units of the information they have obtained about the type, description, and locations of the threat. Additionally, they should advise the safest access routes to the scene. [46.1.10, c]

**324.04 – Incident Command** - The ranking on-scene supervisor shall establish a command post (*which might be used later by command personnel*) and announce the location by radio. Responding officers will report to the command post for assignment unless otherwise instructed. **Note: The purpose of this command post is to rapidly organize personnel for the immediate deployment of reactionary teams.**

**324.05 – Quick Reaction Teams** – As soon as possible, the ranking on-scene supervisor will assemble a Quick Reaction Team to locate and engage the threat and take action to neutralize the threat. Reactionary teams shall:

- Ideally be comprised of four (4) or more officers unless special circumstances dictate otherwise. NOTE: Based on the actual event a solo or two officer response is authorized.
- Continue to locate the threat or threats until the threats are neutralized or isolated or the location is found to be safe.
- Be provided a separate radio channel for their use.

The on-scene supervisor shall ensure coordination of the reactionary teams assigned in order to avoid potential dangerous situations.

**324.06 – Search and Rescue Teams** – A search and rescue team's primary mission is to locate injured persons and secure them for treatment by medical personnel or move to a safe location. Search and rescue operations will be conducted by:

- S.E.T.T. Members
- Other personnel that may be designated by the incident commander

**324.07 – Additional Command Considerations** – Upon the arrival of command personnel, and after evaluation of the affected area, attention should be given to establishing a more appropriate location for the command post, if needed, and a separate area for the media and families to receive information. Additionally the Incident Commander shall develop an Incident Action Plan and address the following concerns:

- Containment of the incident
- Public sheltering [46.1.10, d]
- Public notification for awareness and safety (ex. Reverse 911 and/or Fredericksburg Alert) [46.1.10, a]

**324.08 – Post Incident Duties** – When the scene is deemed to be secure by the incident commander the affected area shall be treated as a crime scene. Physical evidence must not be disturbed unless for the purpose of security, safety, or medical aid. Potential witnesses should be moved to an area and separated from one another until proper debriefing by assigned personnel has been accomplished. The incident commander may request mutual aid as well as fire and rescue services and any other services as needed. The primary responding officer shall complete an incident report.

**324.09 – After Action Report** – The Incident Commander will forward an after action report through channels to the Chief of Police. After review, the Chief will forward this report to the Patrol Division Commander for any follow-up actions and filing.

**324.10 – Review** – A documented review of this policy and any training needs will be conducted annually. [46.1.10, e]

**FREDERICKSBURG POLICE DEPARTMENT  
INCIDENT COMMAND SYSTEM / CRITICAL  
INCIDENT**

**ACTIVE SHOOTER**

- Establish **Incident Command** and assume Command of the incident
- Assemble a reactionary team
  - 4 or more officers (situation dependent) 4 is ideal, 2 or even Single officer response is authorized
  - Use a separate radio channel for the team
  - Coordinate quick reaction teams if more than 1 is used
  - Monitor team activities
- Request police response – without regard for rank or assignment
- Establish an inner and outer perimeter
- Request mutual aid if necessary
- Acquire Information from contact person
- Oversee personnel responding to assist (may be other departments or agencies)
- Establish an area for parents to assemble
- Establish an area for media to assemble
- Additional considerations
  - Containment of the Area
  - Public Sheltering (46.1.10)
  - Public notification for awareness and safety(ex. Reverse 911 and/or Fredericksburg Alert) (46.1.10, a)
- Post incident duties