

2013



# UNC Charlotte Center City

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## *Active Shooter Response Plan*

The UNC Charlotte Police Department has authored this document to better prepare all students, faculty, staff, and visitors of the UNC Charlotte Center City Building for an active shooter situation. The enclosed information identifies measures to be taken both prior to and during an active shooter incident, it also identifies available resources that can be used to recognize and possibly prevent a potentially volatile situation. The enclosed information is in alignment with best practices/procedures utilized by universities and other educational institutions all over the country.

**I. POLICY**

It is the policy of UNC Charlotte Center City to provide all students, faculty, and staff with information pertaining to protecting themselves in the event that an active shooter situation.

**II PROCEDURES**

**A. Preliminary Measures**

1. Watch the Active Shooter videos available on the UNC Charlotte Police Department's website:  
<http://police.uncc.edu/safety-videos/safety-videos-0>
2. Conduct an assessment of the building to identify available escape routes, secure locations, and available hiding places.
3. Identify the locations of phones and other potential communication devices that can be used to request emergency assistance, program emergency phone numbers into your cellular phones.

**B. Active Shooter Outside the Building**

1. Go to a room that can be locked or barricaded by using any available material(s).
2. Close the window blinds, turn off the lights and get everyone down of the floor so that no one is visible from outside the room. Set cellular phones and other electronic devices to silent mode.
3. Spread out and seek concealment behind walls, desks, file cabinets, etc.
4. Have someone call 9-1-1 using a cellular telephone or campus telephone. If possible to do so without jeopardizing your safety, stay on the line and give the 9-1-1 operator as much information as possible:

- a) Shooter information (if known):
  - (1) location
  - (2) number of shooter(s)
  - (3) type of weapon(s): handgun, shotgun, etc.
  - (4) race/gender
  - (5) clothing description
- b) Your location: office/room number
- c) Number of people at your location
- d) Injuries: number injured/ types of injuries
- e) If you can't speak without jeopardizing your safety, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking or with minimal information.

5. Once inside a safe location, stay there until told to exit the room by a police officer or other emergency responder. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

**C. Active Shooter Inside the Building**

1. If possible, secure the room you are in by either locking or barricading the door using available material and follow the same procedures described above.
2. If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure the area or exit the building if you can do so without jeopardizing your safety.

D. Active Shooter Inside the Classroom/Office

1. If the active shooter enters your office or classroom, there are no set procedures. The decision to flee, seek shelter, or confront the shooter inside the room can only be made by you and is dependent upon the circumstances.
2. Try to remain calm, it will aid you in your decision making process.
3. If you cannot flee and appropriate shelter is not an option, be prepared to confront the shooter. Identify any item(s) that may be used as weapons and/or projectiles.
4. After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary.

III IMPORTANT INFORMATION

A. What To Expect From Responding Law Enforcement

1. Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
2. The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
3. The first officers on the scene will likely be from the Charlotte Mecklenburg Police Department (CMPD). Depending on the situation, they may be joined by officers from different agencies and dressed in different uniforms. There may even be some officers in civilian clothes wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns. Do as the officers tell you and do not be afraid of them.

4. The officers may not know whether you are a potential shooter or an innocent bystander, keep your hands visible, do not make any sudden movements, and follow instructions given by any police officers you may encounter.

**B. Support Services**

1. Concerned about a student's behavior

Contact the UNC Charlotte Dean of Students Office  
<http://dso.uncc.edu/> , (704) 687-0345

2. Concerned about a faculty/staff members behavior

Contact the UNC Charlotte Human Resources Department  
<http://hr.uncc.edu/> , (704) 687-0669

3. Questions or Additional Training on Active Shooter Response

Contact the UNC Charlotte Police Dept.  
<http://police.uncc.edu/> ,  
Administrative Office (704) 687-8300 (Mon- Fri: 8:00AM – 5:00PM)  
Police Dispatch (704) 687-2200 (24 hours a day/ 7 days a week)