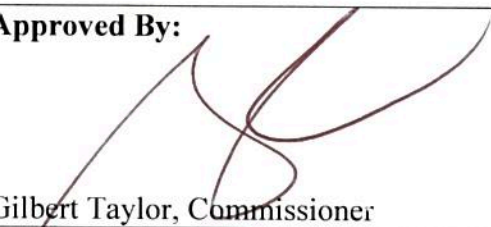




Department of Homeless Services

PROCEDURE 16-005

Subject: Active Shooter	Applicable To: All DHS Directly Operated or Funded Congregate Facilities/ Programs Serving Homeless Individuals, and DHS Staff	Effective Date: December 20, 2015
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Administered By: Security and Emergency Operations	Approved By:  Gilbert Taylor, Commissioner
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INTRODUCTION

The NYC Department of Homeless Services (DHS) and the New York City Police Department (NYPD) recognizes the rare yet potential danger posed by Active Shooter incidents to our homeless population, employees and the shelter community and have developed a joint Active Shooter Procedure.

The response to an active shooter attack depends on the unique circumstances of the incident. In the event of such an attack, private security personnel should follow the instructions of the first-responders from the NYPD.

Because active shooter attacks are dynamic events, the NYPD cannot put forward a single set of best-practices for private security response to such incidents. However, the NYPD has compiled a list of recommendations for building security personnel to mitigate the risks from active shooter attacks.

DEFINITION

According to the NYPD, "An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. Active shooter situations are dynamic, unpredictable incidents which evolve quickly. Active shooter incidents vary from one attack to another with no pattern or method to the selection of their victims. The perpetrators often look for soft targets like malls, churches or schools due to their low security posture and high access to potential victims." (www.nypdshield.org)

If You See Something - Say Something!

**Report Suspicious Activity
Call 1-888-NYC-SAFE (1-888-692-7233)**

RECOMMENDED RESPONSE:

As a member of the community, your actions, when you become aware of an Active Shooter in the facility, can save lives and support the law enforcement response efforts. It is most important that you know how to respond if you encounter, or become aware of an Active Shooter. The following resources and guidelines will help you prepare accordingly. Please review this material and know your options to best ensure your safety and well-being

If you encounter or become aware of, an active shooter you have three (3) basic options:

1. Evacuate (Avoid)

- If you are in the building where the active shooter is present, evacuate the building if you can do so safely.
- Do not carry any personal belongings with you; avoid elevators and escalators.
- Look and listen to where the threat is. If you see members of the facility fleeing from a particular area, this is a clear indication that the threat is in that area and may be coming toward you.
- Move away from the threat, away from the noise and commotion.

2. Barricade, Lockdown and Shelter-in-Place

- If it is possible to do safely, locate an area where you will not be seen, a room that can be locked and/or move to a central and secure area of the building.
- Find a space where you have cover which can stop and slow bullets. Think BIG: soda machine, copy machine, file cabinets, etc.
- Barricade the door with large, heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, books, etc.)
- Cover windows and draw blinds
- Turn off radios and computer monitors
- Keep yourself out of sight
- Silence cell phones and remain as quiet as possible
- If for some reason you are caught in an open area such as a hallway or lounge, hide in the most well hidden space you can find. Remain as quiet and calm as possible to avoid detection.
- Avoid hiding in restrooms, as they typically cannot be secured.

3. **Confront the Shooter**

- There is no single procedure that can be recommended in this situation.
- If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger, should you make a personal choice to attempt to negotiate or overpower the assailant (s) using force in the most violent manner possible.
- If you are with other people you should work as a collective group to overcome and/or incapacitate the shooter. (Yell, "GUN," throw items at the shooter's head to disrupt, distract, grab weapon, and hold shooter for police.)
- Remember, the attacker will continue to shoot victims unless he is stopped.

4. **Call to 911 as soon as it is safe to do so.**

Provide the following information as calmly as possible:

- Your name
- Location of the incident (provide as many specific details as possible)
- Your exact location
- Number of shooters, the location at which they were last seen, and the direction in which they traveled
- Physical description of the shooter (sex, race, clothing, type of weapons)
- Articulate the number and location of victims and provide a brief description of injuries
- If you have heard explosions in addition to gunshots
- If you observed any suspicious devices (improvised explosive devices), provide a description and the location at which it was seen.

5. **Follow all official instructions, remain calm, do exactly as the team of officers instructs.**

The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

KEEP HANDS EMPTY AND VISIBLE AT ALL TIMES, AND AVOID MAKING SUDDEN OR ALARMINING MOVEMENTS.

NYPD RECOMMENDATIONS:

NYPD compiled a list of recommendations to mitigate the risks from active shooter attacks. The recommendations were based on analysis of past active shooter incidents and careful review of previous studies. The NYPD guide provides recommendations especially tailored to building security personnel. The recommendations are organized into three categories: procedures, systems and training (www.nyc.gov/html/nypd/.../ActiveShooter2012Edition):

1. Procedures:

- Conduct a realistic security assessment to determine the facility's vulnerability to an active shooter attack.
- Identify multiple evacuation routes and practice evacuations under varying conditions; post evacuation routes in conspicuous locations throughout the facility; ensure that evacuation routes account for individuals with special needs and disabilities.
- Designate shelter locations with thick walls, solid doors with locks, minimal interior windows, first-aid emergency kits, communication devices, and duress alarms.
- Designate a point-of-contact with knowledge of the facility's security procedures and floor plan to liaise with police and other emergency agencies in the event of an attack.
- Incorporate an active shooter drill into the organization's emergency preparedness procedures.
- Vary security guards' patrols and patterns of operation.
- Limit access to blueprints, floor plans, and other documents containing sensitive security information, but make sure these documents are available to law enforcement responding to an incident.
- Establish a central command station for building security.

2. Systems:

- Put in place credential-based access control systems that provide accurate attendance reporting, limit unauthorized entry, and do not impede emergency egress.
- Put in place closed-circuit television systems that provide domain awareness of the entire facility and its perimeter; ensure that video feeds are viewable from a central command station.
- Put in place communications infrastructure that allows for facility-wide, real-time messaging.
- Put in place elevator systems that may be controlled or locked down from a central command station.

3. Training:

- Train building occupants on response options.
- Train building occupants to call 911 as soon as it is safe to do so.
- Train building occupants on **how to respond when law enforcement arrives on scene**

Attachment

NYPD SHIELD – The Active Shooter

NYPD RESPONSE

- The Officers' primary attention will be focused on your hands. If you meet an officer, **keep your hands out, open, above your head, and most importantly, EMPTY**
- **DO NOT CARRY ANY PACKAGES OR ITEMS THAT COULD BE CONFUSED AS A WEAPON OR DEVICE**
- Do not attempt to run towards or grab onto officers
- Resist the urge to turn suddenly or make any sudden movements
- Understand that the officer's primary mission is to neutralize the shooter. Therefore, even if you are injured, officers may initially pass you by in order to contain the threat. They will return.
- Once evacuated, be prepared to be detained for further questioning.
- Recognize that depending upon the scene, threat, and size of the facility, it may take several hours for the officers to clear the area and find you. Until contact is made, remain calm, quiet, and alert

THE SHIELD PROGRAM

The NYPD SHIELD program is a two-way street. The key to success is for information to flow in two directions. Private sector personnel serve as the eyes and ears of the Department and are a force multiplier in the fight against terrorism by reporting suspicious behavior as soon as possible.

In addition, we recognize that our private sector partners are uniquely qualified to assist NYPD personnel during counterterrorism deployments. Your personnel know your buildings, blocks and neighborhoods from a different perspective. You know what belongs and what is out of place. We urge you and your staff to speak with the police officers you see on the street, particularly those assigned to posts in the vicinity of sensitive and critical locations. Sharing your perspective can help us be more effective. If you have information to pass to the NYPD, but cannot do so in person, please use our 24-hour hotline.

1-888-NYC-SAFE
(1-888-692-7233)

In an emergency, always call 911.

**If You See Something
Say Something!**

Report Suspicious Activity

Call 1-888-NYC-SAFE

1-888-692-7233

NYPD



SHIELD

THE ACTIVE SHOOTER

**"COUNTERING
TERRORISM THROUGH
INFORMATION
SHARING"**

www.nypdshield.org

Phone: (718) 615-7506

DEFINITION

An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. Active shooter situations are unpredictable and evolve quickly. Active shooters often look for soft targets like malls, churches or schools due to their low security posture and high access to potential victims.

THE CALL TO 911:

Call 911 and give them the following information as calmly as possible:

1. Your name
2. Location of the incident (provide as many specific details as possible)
3. Your exact location
4. Number of shooters, the location at which they were last seen, and the direction in which they traveled
5. Physical description of the shooter (sex, race, clothing, type of weapons)
6. Articulate the number and location of victims and provide a brief description of injuries
7. If you have heard explosions in addition to gunshots
8. If you observed any suspicious devices (improvised explosive devices), provide a description and the location at which it was seen.

REMEMBER ABC

Here are some commonly suggested safety tips:

AVOID :

- Evacuate the building immediately if it can be done in a safe manner
- Do NOT carry any personal belongings with you and avoid elevators and escalators if possible

- If you are located in a high-rise building and the shooter is below, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.

- When evacuating in the stairwell, stay pressed to the wall to allow responding officers' room to ascend quickly and safely

BARRICADE:

- If it is possible to do safely, move to a central and secure area of the building

- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, Concealment does not. Think big—Soda machines, Copy machines, etc.

- Block the door with large heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, books, etc.)

REMEMBER ABC

- If the only means available to barricade the door is with your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the shooter

CONFRONT:

- There is no single procedure that can be recommended in this situation. If possible:
- If hiding or flight is impossible, remain quiet or "play dead" to avoid detection.
- Last resort options if you come face to face with the assailant are twofold:
 - Attempt to quickly overpower the individual with force in the most violent manner possible.
 - If you are with other people you should work as a collective group to overcome the shooter.
- Remember, the attacker will continue to shoot victims unless he is stopped.