Procedure: **Armed Intruder Response**


This procedure should be followed if there is an Armed Intruder or threat of lethal violence at the Bitterroot College (BC). Staff, faculty or students should sound an air horn alarm if there is an immediate danger to your life. This is the only time you will hear an air horn alarm at the BC. The air horns are located in the “safety” boxes in every room on the instructor podium. In offices and other rooms, they are general located by the outside window. If no air horn is available, shouting “LOCK DOWN” is the secondary signal.

Safety boxes contain a hammer and goggles for breaking out windows and an air horn

**RUN-LOCK-FIGHT**

**RUN: LISTEN – LOOK – MOVE**

If there is an accessible escape path evacuate the premises.

Make sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if safely possible
- Prevent individuals from entering an area where the armed intruder may be
- Do not attempt to move wounded people unless you can do so safely and quickly
- Follow all instructions of any law enforcement personnel
- **PLEASE REMEMBER LAW ENFORCEMENT DOES NOT KNOW WHO THE ARMED INTRUDER IS SO EVACUATE WITH YOUR HANDS UP!**
- Leave the premises and go to a safe place
- Call 911 and let dispatch know your name and that you are safe
LOCK: SHELTER IN PLACE

- If there is not an accessible escape path then find a safe spot to *Shelter In Place* until you can find a safe escape path
- Faculty should quickly scan the area and direct any students or staff in the halls into his/her classroom immediately
- Lock the door, turn off the lights and computer monitors, and silence cell phone; keep quiet
- **FIND LARGE HEAVY OBJECTS SUCH AS DESKS, FILING CABINETS, ETC. TO BARRICADE THE DOOR AND BLOCK ANY WINDOW SO THE ARMED INTRUDER CANNOT SEE INTO OR ENTER THE ROOM**
- Everyone should hide along the wall or in a safe corner where the intruder cannot see you. **REMEMBER TO STAY OUT OF THE FATAL FUNNEL** (this is the area where the armed intruder can see into the room or area)
- Once the door is barricaded, break the outside windows and evacuate
- Direct individuals to help people with disabilities evacuate
- **DO NOT EVACUATE IF THE ARMED INTRUDER IS OUTSIDE THE BUILDING! SHELTER IN PLACE**
- **PLEASE REMEMBER LAW ENFORCEMENT DOES NOT KNOW WHO THE ARMED INTRUDER IS SO EVACUATE WITH YOUR HANDS UP!**
- Do **NOT** approach the Ravalli Early Head Start modular on the south side of the main building. They will be sheltering in place and will **NOT** allow anyone to enter the building

If evacuation is not possible, find a place to hide where the armed intruder is least likely to find you.

**Your hiding place should:**

- Be out of the armed intruder’s view (Fatal Funnel)
- Provide protection if shots are fired in your direction (i.e., under heavy furniture, closet or other closed room)
- Not trap you or restrict your options for movement
- Armed intruders tend not to fire at inanimate objects or if they cannot see you so make sure you are behind or under something

**If the armed intruder is nearby:**

- Lock the door
- Silence your cell phone
- Turn off any source of noise
- Barricade the door
- Hide behind large items
- Remain quiet
FIGHT: DO NOT BE COMPLACENT!!!!

Take action against the armed intruder

This step is recommended by law enforcement to ANYONE in the immediate area of the armed intruder. Remember the entire incident may only last a few seconds and law enforcement may not be able to be on-site for several minutes. It may be up to you and others in the same area to take action against the armed intruder. **You are the first responder!**

- Find a weapon immediately. Fire extinguishers make a great weapon. You can use them by pointing them directly at the armed intruder then using them to strike the armed intruder. You can also use them to fog up the area for cover to escape or take down the armed intruder.
- Other items that can be used as weapons include coat racks, hair spray or other aerosol items, chairs, tables, computers, anything you can swing, etc.
- Try to form a group with anyone in the same area to take down the armed intruder
- Disarming the armed intruder will save lives

Remember to commit to your actions.