Checklist 6E - Building Coordinators/Floor Monitors

Assignment: Building Coordinator - Person Responsible for Area Evacuation Program

<table>
<thead>
<tr>
<th>Position</th>
<th>Appointed by Dean or Director</th>
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<tbody>
<tr>
<td>Section</td>
<td>University Management</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION OR CONSIDERATION

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>Evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures.</td>
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<tr>
<td>Go to the outside of the building to meet floor monitors as they finish evacuating their areas.</td>
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<tr>
<td>Keep track of which floors are evacuated and which are not.</td>
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<tr>
<td>Assist in the accounting of faculty/staff/students from your facility. Keep a log of your activities. Assign someone to videotape or take pictures, as needed.</td>
</tr>
<tr>
<td>Maintain communications from your area (or from an alternate site if necessary) with emergency and EOC officials. Give them the location of anyone who is unable to evacuate. Inform them of anyone who refuses to evacuate.</td>
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Floor Monitor - Person Responsible for Evacuating A Specific Area

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone. <strong>Do not go to the incident cite.</strong></td>
</tr>
<tr>
<td>Coordinate with the Building Coordinator and evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures.</td>
</tr>
<tr>
<td>If possible, without endangering yourself, when the alarm sounds, go door-to-door and inform everyone in your area they must leave the building, and direct them to the nearest</td>
</tr>
</tbody>
</table>
Start at the furthest point from the exit and evacuate back to the exit.

Identify persons with disabilities and direct/assist them to an area of rescue.

After directing everyone to evacuate, report pertinent information to the Building Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).

Proceed to your assigned entrance until further notice from the Building Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for personnel to re-enter.

If a lockdown of your building is required, you will be notified via the Building Coordinator. Follow their instructions regarding the lockdown procedures.

**Lockdown Procedures**

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and can shelter students, faculty, staff and visitors in better secured location as a threat develops until law enforcement arrives. Faculty /Staff are responsible for students and visitors and should try to assist any person needing help such as person(s) with a disability.

**ALICE**- is the leading training solution that increases our Faculty, Staff, and Students odds of survival during a violent intruder event. ALICE, which stands for Alert, Lock-down, Inform, Counter, and Evacuate, is a post Columbine, Virginia Tech, Sandy Hook strategy that goes beyond the conventional lock-down.

**ALICE (Alert, Lockdown, Inform, Counter, Evacuate)** is a set of proactive strategies that increase chances of survival during an armed intruder event. While no one can guarantee there will be no casualties or injuries, we can guarantee that passing on knowledge will empower people with options of survival through lessons learned.

**A.L.I.C.E. - What to know and do (breaking down each letter)**

**ALERT** – The purpose of the ALERT is to make as many people as possible within the danger zone aware that a potentially life-threatening situation exists. This can be facilitated via many different methods (PA, text, email, personal senses). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. It will empower as many as possible with the ability to make an informed decision as to their best option that will maximize survival chances.
LOCKDOWN - Barricade the room. Prepare to Evacuate or Counter if needed. Lockdown is an important response in the event of an active shooter or violent intruder, but there has to be a semi-secure starting point from which survival decisions can be made. Relying on lockdown alone will significantly endanger occupants in a violent intruder situation. Traditional lockdown creates readily identifiable targets and makes a shooter’s mission easier, whether that is a university classroom, hospital, a church, or a business.

- Lock the door from the inside if possible
- Cover the glass on door or windows (shut blinds)
- Turn off lights
- Stack desk/tables/anything in front of the door
- Move to a location away
- Get behind cover
- Account for everyone in your room
- Silence cell phone
- Let emergency responders come to you, don’t approach them
- Do not unlock the door for anyone
- Prepare to counter with anything you can use to disrupt the shooter as you create an escape or as group swarm the shooter in a last ditch effort for survival.

INFORM - Communicate the violent intruder’s location and direction in real time. Inform is a continuation of Alert and uses any means necessary to pass on real-time information. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by all. If you are running out one end of building because you hear shots fired, inform those you go past of what’s going on behind you. Notify first responders as they arrive on scene of your real time information to what you saw, heard, and the last know area you saw the intruder or gunman.

- One person call 911, call Public Safety (282-2515) or email at emergenc@isu.edu
- Tell exactly what you observe, who, what, when, where
- Inform the dispatcher what you see, hear, smell, or feel
- Don’t end the call
- Resist the urge to call home- it clogs cell towers, they can’t help you right now, and it creates additional chaos when they arrive.

COUNTER - When lockdown fails and evacuation is not an option. Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved, whether in a school, a hospital, a business, or a church. Again, Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter’s ability to shoot accurately. Creating a dynamic environment decreases the shooter’s chance of hitting a target and can provide the precious seconds needed in order to evacuate. ALICE does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend their selves. Counter is a last-ditch and worst-case scenario option. In the horrible event that an active shooter makes his or her way
into a school classroom or office there are steps that can be taken as an effort to survive an attack. With workplace violence as a rising trend across the United States, this method is not limited to preventing a school shooting. Counter is about survival, the last barrier between a shooter and a potential victim, and anything a person can do to gain control is acceptable. It’s the opposite of being a sitting duck, and every action taken is a step towards survival.

**EVACUATE - When safe to do so, remove yourself from the danger zone.** Our human instinct in the face of danger is to remove ourselves from that threat. An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the shooter. Use common sense; if you hear or see a shooter in one end of building run the other direction and escape or find cover. Get someplace safe, in a safe manner, or in any manner that you can.

**Evacuation is the number one goal.**

- Did you know that you should break a window from the top corner as opposed to the center?
- When running in an active shooting, zig and zag as you run

Remember--these ALICE steps are not sequential

**Some common facts and questions regarding ALICE**

Are the ALICE tactics (Alert, Lockdown, Inform, Counter, and Evacuate) sequential in nature?
ALICE is NOT sequential nor is it meant to be a check list of things to do. It is a list of options that can be used to stay safe in the highly unlikely event of a violent intruder. As the situation develops, it is possible that students and staff will need to use more than one option. During an active shooter event, staff will rarely have all the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during the event, often they will have to rely on their own judgment to decide which option will best protect lives.

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Is the adoption of the ALICE protocol an admission that the schools are not safe?
No, schools are some of the safest places for anyone. Lessons learned from prior tragedies such as Columbine, Virginia Tech, Sandy Hook have shown that ‘just” locking down and waiting for help is not always the best practice. However, just like practicing monthly fire drills, it’s important that staff & students know how to respond in the very unlikely event of an armed intruder.
Is there a possibility of a secondary attack if people are trying to evacuate an area?

There is always a possibility of a secondary attack, no matter what the event. However, historic data shows that 98% of all active shooter events are carried out by a single attacker (FN2). Speculation or fear of the unknown cannot take precedence over dealing with the known – a violent intruder in the building. Common sense says a shooter inside the building should dictate getting out, much more than the fear of perhaps another shooter outside should dictate staying inside with the known shooter. Any shooters outside will be contacted and neutralized by police much quicker than one inside the building.

Why do we need ALICE if the police department is nearby?

Law enforcement officers may not be present when an active shooter event begins. The first law enforcement officers on the scene may arrive after the event has ended. Making sure staff and students know how to respond and instruct their students can help prevent and reduce the loss of life. Remember seconds count when police can be minutes away. The national law enforcement response time to aggravated assaults is: 20.9% of time within 5 minutes; 32.6% of time between 6-10 minutes; and 36.4% of time more than 11 minutes (FN3).

Who should decide the course of action during an active shooter event?

Those in harm’s way should make the decision that is best for them given the situation. No single response (such as lockdown-only) fits all active shooter events, however, making sure that each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios and considering response options in advance will assist individuals and groups in quickly selecting their best course of action.


FN3: US Department of Justice, Criminal Victimization in the United State, March 2010 (Table 107).

Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety using the following methods:

Thru ISU Alerts Automated Notification System (RAVE) which uses the following methods:

- Landlines and cell phones
- E-mail
- Text messaging
- University homepage
- Campus-wide exterior and interior Public Address Systems
- Facebook and Twitter
(E-mail notification through ISU-Alerts and through the RAVE home office can be done when the ISU Alerts system is inoperable.)

By Other Methods As Needed:

- University closure phone line
- Manual entry to Public Safety homepage
- Using staff to make physical contact at each building
- Vehicle and hand held public address systems
- KISU radio (Station 91.1fm)
- Public and private television stations
- ISU campus information radio station (station 1610 am)
- IPAWS (strictly as a redundant system and in coordination with county agencies)

Public Safety will initiate after hours notification by using the above-mentioned methods.