

Emergency Response Plan: Intruders and Active Shooters

Proactive Measures

Staff will review the Policy and Procedure on Emergencies annually. Staff will complete an active shooter training annually. CHOICE, Inc. will make modifications to the physical space as able to keep the building secure.

Onsite Response

Evacuate (Run): Evacuating is the safest option in most circumstances. This allows you to protect yourself and seek outside help. Create as much distance between yourself and the danger as possible. Head to a secondary meetup location if it is safe to do so.

Exit Routes

Familiarize yourself with the nearest exterior doors. There may be times when certain exits are blocked. Use alternative routes as needed.

Secondary Meetup Location

Walk towards the south end of the building until you are no longer within site lines of CHOICE.

Shelter in Place (Hide): This may be the best option if exits are blocked or if you are unfamiliar with your surroundings. This may also be the best option if you are unable to physically move for any reason. Depending on the circumstances, you may wish to create additional barriers between yourself and the danger such as locking doors, reducing noise, turning off lights, or moving furniture.

Defend (Fight): If the danger is approaching and you have no other alternatives, you may choose to confront the situation. Take note of your surroundings and objects that you may be able to use for assistance such as fire extinguishers, computers, or nearby supplies.

In the Community

Similar to the onsite response options, evacuation, then sheltering, then defending would be your best options. Familiarize yourself with the location and take note of any exit routes. Avoid elevators and escalators when possible. Any staff person out in the community with a group of CHOICE participants has complete responsibility for any emergency actions that must be taken. All staff must be reachable via cell phone at all times.