


Policy Title:		Active Shooter	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Security
		Administrative Policy #	100-ADM-Active Shooter
		Revision #	N/A
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Safety and Security Division	Reviewed By	Chief Administrative Officer, General Counsel, Chief of Security & Integrity
BOWC Approval	3/15/2019	Last Reviewed/Update Date	3/25/19
Implementation Date	3/15/2019	Resolution #	19-0079

1. OBJECTIVES

- 1.1. To provide guidance and properly communicate steps that should be taken if an active shooter is present on any DWSD properties.
- 1.2. To promote the highest chance of victim and responder survivability through awareness, prevention, education, and training.
- 1.3. To educate and promote awareness among DWSD employees that can be applied not only in the workplace but in everyday life.

2. PURPOSE

- 2.1. DWSD holds the safety of its workers and customers to the highest standards. This Policy and Procedure is intended to be a reference document to provide DWSD with enhanced preparedness for an active shooter incident and to provide clear guidance for employees and customers on DWSD property to reach safety during violent incidents that involve an active shooter.
- 2.2. The Policy and Procedures outlined in this document are meant to establish baseline protocols across DWSD departments for an active shooter situation.
- 2.3. This document will provide guidance for how to respond during an active shooter incident that covers 3 areas:
 - a) Run
 - b) Hide
 - c) Fight

3. DEFINITIONS

“Active Shooter” is an individual actively engaged in killing or attempting to kill people in a confined and populated area

“DWSD” stands for Detroit Water and Sewerage Department.

"DWSD Security" means the Security and Integrity Division.

“First Responder” refers to a specialized individual who is among the first to arrive and provide assistance at the scene of an emergency, such as an accident, natural disaster, or terrorist attack.

“Officer” means any person employed by the DWSD Security and Integrity Division.

4. SCOPE

- 4.1. This policy applies to all permanent, full-time or part-time, temporary, and contract employees of DWSD.
- 4.2. This policy applies to all DWSD customers and civilians present on DWSD properties.
- 4.3. This policy is applicable to an active shooter scenario within any DWSD properties, the surrounding premises, and in the field that may directly impact field employees.

5. RESPONSIBILITIES

5.1. DWSD Employees

- 5.1.1. Employees are responsible to alert DWSD Security if they believe an employee or coworker exhibits potentially violent behavior.
- 5.1.2. Persons on premises during an active shooter event will determine the most reasonable way to protect your own life using the procedures below.
- 5.1.3. Persons on premises during an active shooter event will comply with DWSD Security and law enforcement’s instructions.

5.2. Reporting Threats or Suspicious Behavior

- 5.2.1. Employees should immediately report all threats and suspicious behavior observed by any employee or visitor on DWSD premises directly to DWSD Security. Employees should not evaluate the level or severity of suspicious behavior.
- 5.2.2. DWSD Security will evaluate the threat or severity level of the report and provide additional information or steps to supervisors and the Human Resources Department.

5.3. DWSD Management and Security

- 5.3.1. DWSD management will reasonably protect its employees against recognized hazards likely to cause serious injuries or death to the best of its ability.
- 5.3.2. DWSD management and Security will promptly investigate all threats or violent acts.
- 5.3.3. DWSD Security shall provide employee training on an annual basis at each DWSD location to ensure employees are aware of the active shooter procedures to best protect themselves and DWSD customers.

5.4. Law Enforcement and First Responders

- 5.4.1. DWSD Security and/or law enforcement shall respond and will stop the active shooter as soon as possible, subsequently assisting the injured.

6. POLICY

6.1. Commitment to Safety

- 6.1.1. DWSD is committed to protecting all employees against physical and verbal threats to their health and safety. As such, DWSD has created this policy in order to mitigate potential acts of violence.

6.2. Zero-Tolerance for Violence

- 6.2.1. DWSD has a zero tolerance policy towards acts of violence and will take appropriate disciplinary action against those who engage in such conduct. As threats come to the attention of DWSD, there will be a prompt investigation to ensure appropriate action. DWSD Security will conduct the initial investigation and coordinate with local, state, or federal authorities when appropriate.

6.3. Non-Retaliation

- 6.3.1. DWSD prohibits retaliatory action against employees who report verbal and physical conduct that they reasonably believe presents a threat of potential workplace violence.
- 6.3.2. DWSD will maintain confidentiality of all employee information. All reports of incidents or suspicious behavior will be anonymous to protect employees from retaliatory behavior that would compromise the health and safety of DWSD employees.

6.4. Reporting Threats or Suspicious Behavior

- 6.4.1. DWSD employees shall report all threats and suspicious behavior to their direct supervisor or the Front Security Desk at 313-964-9630. If the employee is reporting a threat or suspicious behavior of their direct supervisor they shall direct their report to the director of their department, DWSD Security and/or the Human Resources Department. All supervisors, directors, and the Human Resource Department shall report all suspicious activity immediately to DWSD Security.

6.5. Run, Hide, Fight

- 6.5.1. DWSD follows the Run, Hide, Fight policy suggested by the Department of Homeland Security and the Federal Bureau of Investigation. This policy, as detailed in the procedures below, states that persons present during an active shooter event should determine the proper course of action of running for safety, hiding from the active shooter, or fighting the active shooter. Run, Hide, Fight is listed in descending order of priority, with the "Fight" option a last resort after running and hiding are no longer options.

6.6. Medical Assistance

- 6.6.1. DWSD will engage with emergency responders in order to provide medical assistance to injured employees and customers, including providing all necessary insurance and benefits documentation post event.

6.7. Notifying Relatives of Injured Victims

- 6.7.1. If an active shooting incident takes place, DWSD will promptly notify relatives of injured victims by coordinating with emergency personnel and law enforcement to the best of the organizations' ability.

6.8. Media Requests

- 6.8.1. All media requests must be processed through the Public Affairs Office. DWSD will carefully consider the nature of media requests after an incident occurs in order to maintain confidentiality of victims and proper cooperation with ongoing police activity and investigations.
- 6.8.2. Employees other than those within the Public Affairs Office are not authorized to speak with the media on behalf of DWSD nor are they authorized to speak with the media in relation to an active shooter incident.

6.9. Reasonable and Necessary Accommodations

- 6.9.1. Management shall take reasonable and necessary actions to accomplish the intent of this policy.

7. PROCEDURES

- 7.1. **Responding During an Active Shooter Event** - All persons on premises during an active shooter event should follow one of three courses of action (in order of priority):

- 7.1.1. **Run:** If there is an accessible escape path, attempt to evacuate the premises and:

- a) Have multiple escape routes and plan in mind
- b) Evacuate regardless of whether others agree to follow
- c) Leave your belongings behind
- d) Help others escape if possible
- e) Prevent individuals from entering an area where the active shooter may be located
- f) Follow the instructions of any DWSD Security and Integrity officer and law enforcement officer
- g) Do not attempt to move wounded people
- h) Call 911 when you are safe

- 7.1.2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Hiding places should:

- a) Offer the greatest protection from a bullet and be out of the active shooter's view
- b) Provide protection if shots are fired in your direction (i.e., an office with a closet and locked door)
- c) Lock the door and blockade the door with any heavy furniture to prevent an active shooter from entering your hiding place

- d) Not be behind doors, etc. in the shooter's line of fire
- e) Not trap you or restrict your options for movement

7.1.3. **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by performing the following actions. Fully commit to your actions.

- a) Acting as aggressively as possible against him/her
- b) Throwing items and improvising weapons
- c) Yelling

7.2. Anticipating First Responders' Actions

7.2.1. The first officers to arrive to the scene will not stop to help injured persons. Rescue teams comprised of additional officers and emergency medical personnel will subsequently arrive to treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

7.3. Reacting to Law Enforcement's Arrival

7.3.1. Once law enforcement and other authorities arrive on the scene, all DWSD employees shall react in a calm and composed manner to their best ability. To ensure the safety and the capabilities of law enforcement to complete the task at hand DWSD employees shall:

- a) Remain Calm
- b) Follow any instructions from law enforcement
- c) Keep your hands empty and in clear sight
- d) Avoid screaming and pointing
- e) Leave all items at the scene. Do not worry about personal items such as bags, laptops, and cell phones. Leave all items and proceed to safety.

7.4. Information to Provide Law Enforcement or 911 Operator

7.4.1. In an active shooter incident only call 911 when it is safe to do so. Do not compromise your safety and others. When speaking with a 911 operator it is important to identify key details to the best of your ability. Some key details that are important to look for include:

- a) Location of the active shooter
- b) Number of shooters, if more than one
- c) Physical description of shooter/s
- d) Potential victims at the location
- e) Type of weapon used by the shooter

7.4.2. The list above is meant to create awareness of important details that may support law enforcement efforts. DWSD employees should not move from their location of safety to investigate or identify any of the details in 7.4.1 during an active shooter incident.

7.5. Arriving Safely to an Assembly Area

- 7.5.1. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so. The prearranged assembly area is on the south side of Monroe Street between Cadillac Square and Farmer Street. The assembly area may be subject to change depending on the nature of the threat.

7.6. Reporting Threats or Suspicious Behavior

- 7.6.1. Prompt and detailed reporting of suspicious activities can help prevent violent crimes or terrorist attacks. If you see suspicious activity, report to your direct supervisor or the Human Resources Department or call the Front Security Desk at 313-964-9630. If a threat or suspicious behavior is observed outside of work hours, report it to local law enforcement. Local law enforcement officers can respond quickly. Once they assess the situation, they can obtain additional support. If a threat or suspicious behavior is observed on DWSD properties outside of work hours, report it to local law enforcement first then DWSD Security should also be notified at the appropriate time.