

LIGHTHOUSE EMERGENCY PROTOCOL

We all hope and pray it will never happen, but given the realities of the world we live in and our Lighthouse mission and visibility, this protocol provides information and guidance for Lighthouse volunteers at all of our campuses in the unlikely event of an active shooter situation.

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, our Serve Team Members must be prepared both mentally and physically to deal with an active shooter situation.

Generally speaking, there are several best practices for preventing, preparing for, and coping with an active shooter situation. Among them are:

- Know where your safe assembly area is in case of an evacuation of the building –
- Be aware of your environment and any possible dangers. If you see something anywhere in the building with any of our clients or others visiting the building, SAY SOMETHING early to one of the leaders. This might be suspicious behavior, unusual backpacks or bags, or someone just acting strangely that you haven't seen before.
- Take note of the two nearest exits in the Lighthouse building and as you move around.
- Take advantage of any church offered active shooter training when offered
- Know emergency numbers in case you need them
- Understand that response to active shooter situations are generally governed by the mantra: RUN – HIDE – FIGHT in that order of precedence – These will be discussed in more detail in this protocol.

RESPONSE TO ACTIVE SHOOTER SITUATION

Quickly determine the most reasonable way to protect your own life. Remember that Serve Team Members around you and Guests are likely to follow the lead of those who take the initiative during an active shooter situation.

1. RUN: Should you become aware of an active shooter situation in the building, evacuate if there is an accessible escape path. Be sure to:
 - Have an escape route and plan in mind
 - **Start yelling** GUN, GUN, GUN! As loud as you can, crouch as low as you can to the floor/ground and evacuate as fast as you can regardless of whether others agree to follow.
 - Leave your belongings behind
 - Help others escape, if possible
 - **Head to** the safe area as long as it is not in the direction of the shooter
 - Keep your hands visible

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe – (Information to provide to law enforcement or 911 operator):
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location

2. HIDE: Hide out if evacuation is not possible, depending on the perceived location of the active shooter. Either stay where you are or find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door). For example, for those at the front desk, your hiding place may be one of the bathrooms, the utility room or as a last resort, crouched behind the desk itself. If behind the desk you should use anything available to shield yourself **between you** and the shooter. For InTouch team/Guests, you should shut the InTouch door (if applicable), make sure it is locked and retreat to the offices furthest from the door.
- Blockade the door with heavy furniture/items when possible
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain calm and quiet
- Turn off/silence all other electronic devices (fans, TVs, radios etc)
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

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:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons, eg: hot coffee, staplers, Bibles, books, etc
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns

- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

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