

# Active Threat/ Assailant Response Policy and Procedure



Developmental Research School  
at the University of Florida

## Purpose

This policy is intended to provide guidance in the event that an active assailant is on or near campus, or a life-threatening condition exists. Information contained in this plan will give P.K. Yonge stakeholders authority to make crucial decisions that will save lives.

## Scope

This policy applies to all P.K. Yonge students, faculty, staff and visitors when faced with an active threat.

## Procedures

### Heightened Security

If an investigation of trespass or other potential danger takes place on or near campus, faculty/staff will be instructed to “Heighten Security”. Teachers are to gather and account for students, secure the classroom, and restrict hallway access. To increase awareness, review the Emergency Procedures for an Active Threat/Assailant.

### Active Threat/Assailant

Active Threat/Assailant procedures will be initiated by anyone witnessing a threat or potential threat to students. There is no need to consult anyone to initiate these procedures. For example, a faculty/staff member would broadcast the following over the radio or to the Front Office via phone; “There is a person with a gun in front of H Wing, take action to protect students”.

## Emergency Procedures for an Active Threat/Assailant

ALICE is the name of the emergency response program used at P.K. Yonge. The acronym ALICE represents a number of ways to respond to an emergency. The program is proactive and provides a number of response options beyond the lockdown used in the past. Different strategies in the ALICE program are used based on where a dangerous person is at the time of an event and other factors. These strategies are based on problem-solving applied to different emergency situations. ALICE is only an acronym, not a progressive list to follow.

ALICE means:

- **Alert/Assess**- Use clear and concise language to convey specifics about the safety threat. Always assess your best option based on your location and level of contact with the threat for the protection of your students.
- **Lockdown** – Secure your location, locking the door, and barricading entry. Lockdown your classroom when you have indirect contact with the threat and you can secure your location, and when evading the threat can lead to danger.

# Active Threat/ Assailant Response Policy and Procedure



Developmental Research School  
at the University of Florida

- Remember – once the door is locked, DO NOT open it until you are notified that the lockdown is over by a member of the civil authorities (police, fire, etc.), or by a member of P.K. Yonge’s administration.
  - In addition to locking and barricading the door, turn off the lights and close the blinds in the room you are in so that no one will be able to see into the room. Once done, stay away from the windows. Find the safest area of your room based on the location of the threat.
  - If asked to evacuate by the police, follow instructions and move as directed, continue to assess the best option for the protection of your students.
  - If the fire alarm is activated, do not evacuate unless threatened by smoke or fire.
  - After the all clear has been received, take roll call using the [Emergency Evacuation Report](#) and document any missing students.
- **Inform** - If safe to do so, continue to convey information about the type and location of the threat.
  - **Counter** – As a last resort, resist the attacker if you have direct contact and cannot evade or escape and you have a fear of loss of life/serious injury. Apply learned skills to distract and confuse an intruder.
    - Acting as aggressively as possible against the assailant
    - Throwing items and improvising weapons
    - Yelling
    - Committing to your actions
  - **Evacuate** - Run away from the building to a designated rally point or your designated safe area. Run or avoid the threat when you have direct contact with the threat, or you cannot secure your location, or have a clear path of escape.
    - Have an escape route and plan in mind
    - Evacuate regardless of whether others agree to follow
    - Leave your belongings behind
    - Help others escape, if possible
    - Prevent individuals from entering an area where the active shooter may be
    - Keep your hands visible
    - Follow the instructions of any police officers
    - Do not attempt to move wounded people, but if in a safe area, control bleeding with the use of direct pressure or a tourniquet if available.
    - Call 911 when you are safe

# Active Threat/ Assailant Response Policy and Procedure



Developmental Research School  
at the University of Florida

## Hostage Situation

- If the attempted hostage taking was preceded by an active shooter-type attack, lockdown, evade and/or resist are likely the best options.
- Hostage taking does not occur instantly. If you have the opportunity, lockdown or evade.
- If taken hostage, comply with the hostage taker's instructions, UNLESS you believe violence is imminent. If you believe hostages are about to be killed, attempting to evade and/or resist might be the best option.

## Law Enforcement Response

Law enforcement's purpose is to stop an active threat/active assailant as soon as possible. In the event that shots have been fired, officers will proceed directly to the area in which last shots were heard.

- 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 shout commands, and may push individuals to the ground for their safety.

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

- Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for subsequent emergency and medical teams.
- Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
- Put down any items in your hands, raise your hands when coming in contact with officers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
- Avoid pointing, screaming, yelling.
- If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
- When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

# Active Threat/ Assailant Response Policy and Procedure



Developmental Research School  
at the University of Florida

When appropriate, be able to provide information that you know:

- Number of shooters
- Identity and description
- Number of victims you saw and location
- Type of problem that caused the situation
- Type and number of weapons possibly in the possession of the shooter
- Number and location of individuals still in the building or in danger
- Keys, codes, or access information to all areas

Police/Fire will oversee the treatment and removal of injured individuals with the Rescue Task Force (RTF). This will be done quickly and methodically as areas are deemed safe. As part of the RTF concept, three zones must be understood:

- The Hot Zone – The area where there is a known hazard or threat to life that is potentially direct and immediate. This includes any uncontrolled area where the active shooter could directly engage people.
- The Warm Zone – The areas where law enforcement has either cleared or isolated the threat, and the risk is minimal or has been mitigated. This area may be considered clear but not secure.
- The Cold Zone – The area where there is little or no threat. It may include the outside of the building or an area law enforcement has secured. It is safe to operate in this zone

## Post Incident Action

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

- Medical Assistance
  - Ensure first aid is applied as soon as possible, when in a safe area.
  - Treat severe bleeding and life-threatening wounds first.
  - Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
  - Report all injuries to medical authorities on site as soon as possible.
- Accountability
  - If in charge of students, attempt to gain accountability as soon as possible.
  - Communicate your status and the accountability of your students by using the [Emergency Evacuation Report](#)
  - Students will be returned to parents/guardian using the P.K. Yonge Reunification Policy.
- Counseling

# Active Threat/ Assailant Response Policy and Procedure



Developmental Research School  
*at the University of Florida*

- Following an active shooter event, counseling and support will be provided.
- Media
  - Care will be taken to avoid relaying information that could interfere with any ongoing federal, state, or local law enforcement investigation and information will be release as approved by Incident Command until such command is terminated.