

ACTIVE SHOOTER PREVENTION AND RESPONSE PROCEDURES

PURPOSE: These procedures are an effort to address 2 main goals:

1. Preventing Violence – Enact best practices in an attempt to prevent violent encounters by being vigilant.
2. Responding to Violence – In the event of an active shooter, provide employees, contractors, vendors, visitors and other building occupants with the maximum response time and knowledge of what to do.

Note: For your protection, these procedures are classified as confidential to Kentucky Baptist Building (KBB) employees only. Attackers will attempt to circumvent security measures if they are aware of them. Therefore, to prevent KBB security measures from being defeated, these procedures must not be divulged outside of KBB employees to protect the integrity of security.

PREVENTION:

1. Surveillance Equipment

- a. All points of entry and exit shall be equipped with surveillance equipment and monitored by trained reception staff.
- b. At least one camera per point of entry and exit shall be pointed in such a manner as to provide a view of the parking lot not less than 30 feet from the doors and inwards to the door, up to the door.
- c. At least one camera per point of entry and exit shall be pointed in such a manner as to provide a close view of the person(s) in the vestibule.

2. Doors

All doors shall be locked at all times. All **KBB** employees share the responsibility to ensure all doors remain locked at all times.

3. Vestibules

- a. Vestibules are an effective tool for screening visitors and protecting against intruders. All visitors must be funneled through vestibules to allow for proper screening.
- b. Vestibules shall be equipped with the following:
 1. Outer door remote locking mechanism
 2. Inner door remote locking mechanism
 3. Lighting bright enough to adequately illuminate visitors to be seen clearly by cameras and receptionists
 4. Devices to contact the receptionist requesting entry
 5. Concealed Carry Deadly Weapon (CCDW) warning
 6. At least one camera pointed in such a manner as to provide a close view of the person(s) in the vestibule.

3. **Visitor Access**

- a. All visitors shall be directed to the (1) Main Entrance (front), (2) Entrance shared by Western Recorder, WMU, and KBF (west) or (3) Crossings Entrance (east).
- b. Personnel working reception areas must receive reception training by Triple Countermeasure staff prior to operating the reception area.
- c. All personnel working reception areas must adhere to their security training and the following basic procedures:

1. **Familiarize & orient yourself with:**

- Surveillance feeds
- Access controls
- Alarm activation controls
- Escape routes
- Phone systems
- Executive office leadership & supervision contacts

2. **Continually monitor available surveillance camera feeds**

3. **Continually have situational awareness and be vigilant of surroundings**

4. **All visitors must be funneled through vestibules to allow for proper screening.**

5. **Observe parking lots**

- Monitor all vehicles arriving
- Monitor all persons approaching building
- In an effort to maximize response time, it is imperative to observe anyone approaching the building for threats from a distance in the parking lot, rather than before they are in close proximity to the outer doors.
- If a viable threat is perceived prior to the threat encountering the outer doors, the outer doors are to be locked remotely. The general alarm may be activated in accordance with the receptionist's best situational judgment at that time and their training.

6. **Visitor screening**

- All persons entering the outer doors into the vestibule shall be screened before admittance into the building.
- The screening process shall include, but is not limited to:

1. Visual observation of the person to assess for any potential dangers such as behavior, suspicious bags, or visible weapons
 2. Questions about identity:
 - Name
 - What organization are they with?
 3. Questions about their visit to KBB
 - Who are they here to see?
 - Why are they here; What is the purpose of their visit?
 - Is the person they are here to see expecting them?
- Prior to admitting access to the building, receptionists must vet for safety concerns and determine a person poses no danger. Receptionist must be completely certain that anyone admitted into the building is safe. Receptionists have no obligation to admit anyone into the building on their own discretion. In cases of uncertainty whether a person should be admitted into the building, Executive Office leadership or supervision should be contacted for direction.
 - Only after a person requesting access to the building has been vetted for safety concerns, and is determined to pose no danger, may they be admitted.
 - All visitors shall be required to sign-in and provide basic details about their visit.
 - All visitors should remain in the respective reception area. Appropriate staff shall be notified to come and greet them.
 - All visitors shall be required to wear credentials clearly stating 'VISITOR'.
 - All visitors shall check-out when leaving the building.
 - Exceptions to the visitor identification procedure must be approved by associate executive director for convention operations.

7. **Delivery Access**

- a. All delivery personnel accessing the building on a periodic basis shall be directed to the receiving entrance. This access point shall be monitored by the

mail room staff. In the event the mail room staff is not present the main entrance reception staff will notify the appropriate personnel. A mail room attendant or appropriate personnel will physically go to the rear entrance to greet, assess the person(s) and receive the delivery. The mail room attendant shall follow all procedures listed above for reception staff and will determine whether access shall be granted.

- b. All delivery personnel shall be required to sign-in and provide basic details about their visit and be required to wear credentials clearly stating 'VISITOR'.

8. **Contractor Access**

- a. Contractors shall access the building through the main entrance. The contractor shall sign in and remain in the reception area. Appropriate staff shall be notified to come and greet them.
- b. All contractors shall be required to sign-in and provide basic details about their visit and be required to wear credentials clearly stating 'VISITOR'.

Building contractors who are granted electronic access are not required to follow the normal contractor access procedures as stated above.

9. **Employee Access**

All employees shall be issued proper access credentials. Lost or misplaced access credentials must be reported immediately to your supervisor. All KBB employees share the responsibility to ensure all doors remain locked at all times.

RESPONSE:

1. **Steps**

- a. Quickly determine the most reasonable way to protect your own life.
- b. You have three options: RUN, HIDE, OR FIGHT.
- c. Anyone that hears gun fire should attempt to call 911 then use the PA system to announce twice "active shooter in *location (if known)*."
- c. Follow instructions on your safety card or pamphlet available at all major exits. Remember that non-employee personnel are likely to follow the lead of employees and managers during an active shooter situation.

Receptionist: Upon hearing the active shooter announcement, any receptionist should press the panic button then follow their Workplace Violence Training.

Each **KBB** employee has been trained by security consultants on the *RUN, HIDE, FIGHT* program. Even with that training, there is still no ‘*one size fits all answer*’ to dealing with an active shooter. With that said, each person involved in an active shooter situation must make a situational judgment for themselves on how to best survive, based upon their training, under the circumstances as they actually exist. Individuals must determine whether to Run, Hide, or Fight depending on multiple dynamic and fluid factors.

2. **Accessible Materials**

Since active shooter events develop very quickly and induce extreme stress, the following materials shall be accessible to reduce confusion of what options are available:

- a. Emergency action plan diagrams indicating nearby exit and Safe Room options shall be displayed throughout the building in conspicuous locations. Exit options shall be clearly identified. Safe Room options shall be indicated by a symbol only familiar to employees. The Safe Room symbol (SR) shall not be described on the diagram.
- b. Each exit shall have *Active Shooter Quick Reference Cards* displayed. Cards shall be displayed at eye level, immediately next to the door frame.
- c. Every employee shall have an *Active Shooter Quick Reference Guide* at their workstation.
- d. Every employee should make themselves aware of Safe Rooms throughout the KBB.