

First Unitarian Universalist Church of San Antonio

Active Shooter Emergency Action Plan

Introduction

This plan is issued to provide guidance in the event the members of the First Unitarian Universalist Church of San Antonio are confronted with an active shooter incident. This policy is not specific to any one church location but provides general concepts that are applicable to anywhere on campus.

An Active Shooter is an individual or individuals actively engaged in killing or attempting to kill people in a confined and populated place. There is often no pattern or method to the active shooter's selection of victims.

Active shooter situations often end before law enforcement arrives. Therefore, individuals must be prepared to react to an active shooter situation. This plan provides guidance to First UU church staff, leadership, congregants and visitors anywhere on our campus.

This plan provides information on Active Shooter Preparedness, Active Shooter Procedures, Interacting with Law Enforcement, and Post-Incident Procedures.

Active Shooter Preparedness

Staff and church leadership will familiarize themselves with this plan and make the plan available to all church members.

Additional preparedness activities will include developing and conducting training exercises in coordination with local law enforcement, key leaders and those who would be most directly involved in managing an Active Shooter event. This includes ushers, greeters and our newly formed group of church "Monitors". Monitors, a two-person team, will roam the church grounds on Sunday mornings. They will check buildings and grounds to make sure things are in order. Thirty minutes prior to service, they will join ushers and greeters in the foyer. They will remain in the foyer during service, and one will accompany the children when they are released to the playground.

All employees should consult the EAP specific to their work location for information on responding to an Active Shooter incident. However, the following general principles will apply to all employees, church members and visitors.

Active Shooter Procedures

The following procedures will be followed at all First UU locations during and after an Active Shooter event. The Procedures are RUN, HIDE, FIGHT and COMPLY.

Run (Evacuate)

- If there is an accessible escape path, attempt to evacuate using any clear exit.
- Evacuation should occur whether or not others agree to follow.

- Leave your belongings behind.
- If possible, help others escape, but do not wait for others to leave.
- Be mindful of elderly congregants, those with mobility impairments, and visitors unfamiliar with the church.
- Do not attempt to move wounded people.
- If possible, prevent individuals from entering an area where the active shooter may be.

Hide

If evacuation is not possible, find a place to hide where the Active Shooter is less likely to find you such as an office or room with closed and locked door.

Your hiding place should:

- be out of the active shooter's view
- provide protection if shots are fired in your direction
- not trap you or restrict your options for movement

If an active shooter is nearby:

- lock the door
- blockade door with heavy furniture
- silence your cell phone or other electronic devices (DO NOT merely switch to vibrate)
- turn off any source of noise
- hide behind large items (cabinets, desk furniture)
- remain quiet

Identify ad-hoc weapons if needed. Consider using things within easy reach, such as:

- books
- hymnals
- small furniture items
- musical instruments
- music stands
- trash cans

Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by:

- acting as aggressively as possible against him or her
- throwing items and improvising weapons
- yelling
- committing to your actions because your life may depend on it

Interacting with Law Enforcement (COMPLY)

During the incident:

- Contact law enforcement when it is safe to do so. There is a "panic button" in the sanctuary foyer that will call police.
- Dial 9-1-1 and then notify our local police department, the Balcones Heights Police, by dialing 210-957-3185. Given the type of incident, San Antonio police and Sheriff's department personnel may also respond.
- If you cannot speak, leave the phone line open to allow the dispatcher to listen to the incident.

- Do not assume someone else has called.

Information needed by Law Enforcement:

- location of shooter(s) on campus and/or building name
- number of shooter(s)
- direction of travel if known
- whether or not shooting still occurring
- if known, the shooter's name and location
- description of shooter(s): (race, gender, clothing, physical features)
- type of weapons (handgun, shotgun, long gun)
- presence of unfamiliar backpacks or duffle bags
- separate explosions from gunfire, IEDs, etc.
- number of people at your specific location
- casualties including number of persons injured and types of injuries

Law Enforcement's first priority is to stop the active shooter. The first officers to arrive to the scene will not attend injured persons. Rescue teams of additional officers and emergency medical personnel will follow and attend to the injured.

When Law Enforcement officers arrive:

- Keep your hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating. Instead proceed in the direction from which officers are entering the premises, or as directed.

When the active shooter incident concludes, law enforcement will treat the entire workplace as a crime scene and may require people to remain in the area until all witnesses have been identified and questioned.

Post-Incident Procedures

Staff and church leadership will:

- Account for all individuals.
- Notify family members of the injured or deceased.
- Activate reunification program for families and loved ones of those injured or deceased.
- Assess mental health needs and contact available resources to provide assistance as needed, including the UUA Trauma Response Ministry.
- Assess personnel gaps in critical areas and restore operations as soon as feasible.
- Cooperate with leadership in analyzing the incident and making necessary policy or EAP changes.
- Conduct re-training as required
- Activate media relations. Coordinate media relations with the Minister and the Board, including written post incident press releases. As a standard, only the Minister or the Board should speak on behalf of the church with the media.