



**Active Shooter Tabletop Training  
Meeting Minutes  
Wednesday, February 2, 2011, 8-10 a.m.  
Building 3, Rotunda**

Attendees: Cabinet members, All Hazards Committee, and First Responders

Presenters: Lt. Steve Mauer and Sheri Badger

Amy Goings, Vice President for Operations and College Relations, called the training session to order at 8 a.m. She welcomed and thanked Cabinet members and members from the All Hazards Team for their attendance at the active shooter tabletop training. Last fall at the Opening Day event, Jesus Villahermosa, owner of Crisis Reality Training, addressed all staff and faculty and presented his safety training to empower staff in the event of an active shooter on campus. Emergency preparedness in general has been a theme for this year, so Cabinet members, the All Hazards Committee and the College's first responders were brought together today for an active shooter tabletop training.

Amy welcomed Sheri Badger to the campus. She is the Public Information Officer for Pierce County Department of Emergency Management and will work with Lt. Steve Mauer from the Lakewood Police Department who will lead the training exercise. The College is an engaged equal partner as the City of Lakewood develops their emergency preparedness plans. The exercise will better prepare us at the college level.

Lt. Steve Mauer explained that the tabletop training is to review information and draw ideas and beliefs from the College's participants about how they would react and how colleagues would react in the case of an active shooter. Lt. Mauer clarified that there are no right or wrong answers. The goal is to get everyone thinking along the same terms and get on the same page when it comes to an incident. Steve offered to send an electronic copy of the study conducted by the New York Police Department of all active shooter incidents that could be found, which has very interesting statistics. The odds of Clover Park Technical College being hit are miniscule.

On February 15, there will be Threat Assessments in Schools training. Mike Anderson has had the training with Mike Campbell from Pierce College. There is a group from the College signed up for the upcoming training.

Lt. Mauer played a video from the Center for Personal Protection and Safety entitled *Shots Fired*.

Also, the group listened to the recordings of the 911 conversations during the Tacoma Mall shooting, which set the stage for the tabletop discussion. Lt. Mauer identified Building 19 as the site of the active shooter for the training exercise. The group was asked to assume that it was a normal workday at 9:30 a.m., and a shooter enters the north door of Building 19. What is the first thing that will probably happen?

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| Hear the shots  |
| Dial 9-911  |
| Lockdown alert will be called from the reception area in Building 19.   |
| People within earshot will move into a safe room.   |
| The lockdown plan for Building 19 will be communicated to all staff in the building.  |
| If the receptionist is the first target, she will move to her safe room (restroom) and use her cell phone to call 911.  |
| There are cell phone dead zones in Building 19.   |
| If the shooter enters from the other end of Building 19, whoever hears the shots dials 9-911.   |
| More than one person will dial 9-911.   |
| The Foundation area has rehearsed evacuations to a safe room, which is their storage area. The shredder can be moved to barricade the door.   |
| There are barriers to exterior doors because of locked office doors that have the exterior entrance. Staff in the area need keys to exit the building through the office.                             |
| There are doors that lock from the outside. Occupants would have to step out in possible view of the shooter to lock the door.  |
| Utility rooms in Building 19 would make good safe rooms.  |
| Basic rules: <ol style="list-style-type: none"> <li>1. Try to escape completely.</li> <li>2. If you cannot escape, hide effectively.</li> <li>3. If you cannot hide, fight like hell.</li> </ol>      |
| A lot of active shooters do not have targets. The shootings are random.   |
| Lock external doors if you can confirm that the shooter is not in the building. Special keys are needed to lock the exterior doors.   |
| Locked doors will limit police access.  |
| Police officers will need a “go bag” with maps, two-way radio, and a campus building master key.  |
| The Operations and College Relations Department (Amy Goings, Mike Anderson, and Shawn Jennison) can trigger the campus alert system, which would broadcast a message via phone, email, and voicemail. |
| Lockdown procedures are being developed by Mike Anderson and Johnny Ignacio.  |
| Lock doors to slow the shooter even if the door is glass.   |
| The Building 19 door mechanisms are good because they are the type that cannot be chained.  |
| Are seven people enough to trigger the alert? Building captains and alternates have been identified.  |
| Make announcements prior to the start of meetings giving details of evacuation plans.   |
| A CD has been developed for the McGavick Conference Center to advise outsiders of emergency procedures.   |
| Sheri Badger can get a script for staff to use.   |

Emergency procedures and room numbers are being created for posting inside rooms. Josie Meyer is working on the script that covers earthquakes, safe rooms, exit points, phones (9-911), security phone numbers, fire extinguishers, and first aid kits.

Awareness is key—conduct drills.

Turn out lights and computers. Be quiet and calm. Wait.

Clover Park Security calls 911 immediately. If appropriate, evacuate buildings. Move people away from the incident.

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| Evacuation routes have been identified for all (most) buildings. Evacuation rally points have been identified specifically in the event of a fire or earthquake. Discretion needs to be used in the event of an active shooter, so people are not targets standing in the open. |
| Need an accounting of people.   |
| Security takes action to notify those in most danger and dispatches information to building captains and section leaders.   |
| The Maintenance Department has two-way radios, so once Security knows the situation the maintenance staff will receive the information on their radios.   |
| Each building captain should have a two-way radio.  |
| As long as the Security Department is aware of the situation, a campus-wide alert message can be sent out quickly.  |
| After calling 911, a call needs to be placed to Security at Ext. 5682. These emergency telephone numbers are posted all over campus.  |
| Building 17 is a likely target, and the bulk of the communications are housed in the building. Security officers should have access to laptops.   |
| Building 19 would be an easy area to walk in and start shooting. Shooters are not necessarily after administrators. They are after killing people who are easy targets.   |
| Administrative assistants in the President's Office and the Instruction Office have code words set up between offices. Plus, the Instruction Office has cameras, so they can see someone walking through the door.  |
| The Emergency Response Instructions flipchart has procedures for emergency response during an earthquake, fires, etc.   |
| Telephones should have orange stickers listing emergency phone numbers—911 and Ext. 5682.   |
| It is important that people understand what security officers can and cannot do.  |
| There were concerns about just one phone line to security Ext. 5682 because only one call can be taken at a time.   |
| Building 19 practice includes get safe, call 911, and call Ext. 5682. Researching ways to send an audible message throughout the buildings. Looking at bullhorn or whistle. Canned horns are extremely loud.  |
| Police officers cannot assume that you are not one of the shooters. When they come on the scene follow their directions.  |
| Officers go to the shooter and will not stop to treat injuries. Once officers have secured the building, they will bring the Fire Department into the building to treat injured people.   |
| Campus exits could be jammed with cars leaving.   |
| The all-clear signal will be in conjunction with the College staff and passed throughout the area by police officers and staff. CPTC Alert can broadcast any college-wide messages.   |
| Building 19 staff have been trained not to open the door unless an official ID is slipped under the door signaling it is not the shooter on the other side of the door.   |
| Safe rooms will be supplied with a basic first aid kit, occupants can give/receive some immediate first aid if there are injuries.  |
| Security should call 911 immediately after the initial report and identify him or herself as the point of contact at the specific location.   |
| Security would give responding officers the "go bag."   |
| Establish a command center  |
| Phone systems collapse quickly. Another phone line/hard line should be added.   |
| Cell phone system could get jammed quickly.   |

Two-way radios

Washington State Military Department of Emergency Management website has good information for schools.

Until the police arrive, Mike Anderson and Amy Goings are the incident commanders. When Security talks to the responding police officers, they need to direct them to the College staff member in charge.

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| It is a good idea to take the Incident Command System (NIMS) training and Information Management System (Incident Command System) training, which teaches the language of the first responders and gives the knowledge you need to step in and help. Courses are available online through FEMA, ICS-100, 200, 700. Also, the Department of Emergency Management offers the training.     |
| The Lakewood Police will set up a command post. Also, the Fire Department is one of the first responders. They will enter the incident area after the police.  |
| The Police will need a liaison for coordination and briefing of the overall big picture.   |
| The College will need to decide the next steps—close school or close building(s).  |
| The College has a media plan for the aftermath, which is a step-by-step plan until the Public Information Officers (PIOs) are on the scene.  |
| The building captains will take a roll call of people in the building and report. There is value to having visitors sign in and sign out at reception areas.   |
| There is value to having staff and student identification. Currently, the ID cards are not mandatory.  |
| The College has a crisis counseling center for students and staff who might be grieving.   |
| After actions meetings are a good tool for learning ways to improve emergency response.  |
| The Department of Emergency Management has a phone center that could be utilized and set up quickly for keeping track of students and staff. The College could send a message for everyone to call into the phone center for an accounting of staff and students.  |
| The Childcare Center runs drills regularly. If there is an active shooter, the College exits will be blocked, so parents will not be able to enter the campus until there is an all clear.   |
| During peak time between 1-2 p.m., there are as many as 150 high school students from NWCTS and Clover Park School District;s Lakewood Career Academyin Building 14. Parents and School District staff will need to be notified.   |
| The College is researching restructuring the website in case of an emergency to avoid the website from crashing because of the immediate increased volume of hits after an incident. The College does have an emergency homepage that can be pulled up. All of the graphics are stripped, and a big message comes out in the middle of the screen notifying people of what is happening. |
| The after action is important because there is a high potential for lawsuits.  |

**Next Steps/Action:**

1. Assign building captains and alternates.
2. Develop lockdown procedures.
3. Announce locations of evacuation routes, restrooms, and safe rooms at all meetings.
4. Inform outside people in the McGavick Conference Center the locations of evacuation routes, restrooms, and safe rooms at all meetings.
5. Check, update/fill or distribute first aid kits to safe rooms and other key areas in buildings.
6. Identify meeting location for first responders. Call 911 back to give them the meeting location and the name of the person in charge.
7. Expand and distribute radios to building captains plus have some additional radios available for the police “go bag”.

8. Create a “go bag” for first responders with a map, keys, and radio, which will be kept in the Security Office for the security officer to grab to give to the police.
9. Debrief after the incident for feedback to improve emergency response procedures.
10. Create a cost-effective plan to resolve the issue with the locks on doors, so they can be locked from the inside and ensure that people have the keys they need to exit buildings through locked areas.
11. Use the Building 19 lockdown procedures as a model for a campus-wide plan.
12. Encourage the College first responder to get ICS training.
13. Identify some first responders who are CPR certified or refer them for CERT (Community Emergency Response Team) training through the Fire Department.
14. Resolve cell phone dead space issue in areas on campus.

It was suggested that the action items have timelines attached.

Amy reported that in advance of this training Steve and she talked about combining threat assessment training with today’s topic for a mid-March All Faculty and Staff training session, which would prepare the campus community for a drill during summer quarter.

Lt. Steve Mauer encouraged the group to review the website for the military move and command center. They put together lesson plans and curriculum, and there are basic documents for a plan, assessment and identification, and emergency procedures.

Amy thanked Lt. Mauer for his time and continued support of the College.

The training concluded at 10 a.m.