

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
MARCH 1, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
STANDARD OPERATION POLICY	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

**SYNOPSIS**

A resolution has been prepared approving a new Standard Operation Policy regarding the City Facilities Response to Active Shooter.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval

**BACKGROUND**

A new Standard Operation Policy is proposed in order to preserve life and address the potential reality of an active shooter event occurring in one of our City facilities. This policy is established to guide our employees in how to response to an active shooter event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect our employees, elected officials and citizens in the event of an active shooter on City property.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,  
NEBRASKA, APPROVING A NEW STANDARD OPERATION POLICY.**

**WHEREAS, the City Council has determined that it is necessary and desirable to create Standard Operation Policies as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and**

**WHEREAS, a Standard Operation Policy entitled "City Facilities Response to Active Shooter" has been reviewed and revisions recommended by the Managing Directors.**

**NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the changes to Standard Operation Policy entitled "City Facilities Response to Active Shooter" and do further hereby direct the distribution of said Standard Operation Policy to the appropriate City Departments.**

**PASSED AND APPROVED THIS 1ST DAY OF MARCH, 2016.**

**CITY OF LA VISTA**

---

**Douglas Kindig, Mayor**

**ATTEST:**

---

**Pamela A. Buethe, CMC  
City Clerk**

**SUBJECT:** CITY FACILITIES RESPONSE TO ACTIVE SHOOTER  
**DATE ISSUED:** MARCH 1, 2016  
**ISSUED BY:** BRENDA GUNN, CITY ADMINISTRATOR  
**RESOLUTION No:** 16-

**POLICY:**

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

**DEFINITIONS:**

**Active Shooter** - An **active shooter** is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area." In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

**PROCEDURES:**

The intent of most active shooters is to kill as many people as quickly as possible. In order to save lives, the Police Department will initiate an immediate response.

Upon discovery of an active shooter situation, **AS SOON AS POSSIBLE** and **ONLY** when safe to do so, notify law enforcement (911).

The phone call to 911 should provide the following information:

1. Description of suspect and possible location.
2. Number and types of weapons.
3. Suspect's direction of travel.
4. Location and condition of any victims

The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

**RESPONSES:**

**Evacuate** - If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- 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 the area of the active 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

**Hide out** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find anyone.

- Direct personnel or citizens into office rooms or other adjacent rooms, close the door and attempt to barricade the door.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., locating into a bathroom and locking the door, stay as low to floor as possible and remain quiet and still)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- 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 quiet

If evacuation and hiding out are not possible:

- Remain calm
- 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

**Fight** - Take action against the active shooter - 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
- Yelling
- **BE COMMITTED TO YOUR ACTIONS**

## **RECOVERY:**

**Share Information with Employees** - The health and wellbeing of our residents and employees is critical. As soon as possible after law enforcement has relinquished Command and Control of the scene, the Police Department and facility administrator will develop information strategies to address resident, employee, and family questions related to the event.

Initially, the site of a violent incident will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-

hazardous substances including blood borne pathogens must take place, yet must be sensitive, compassionate, and caring for the deceased.

**Buffer those Affected from Post-Event Stresses** - Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Assistance with employee benefits and other administrative issues can reduce the burden on victims and families. A Public Information Officer will be designated and authorized to speak on behalf of the City to the media.

**Bring in Crisis Response Professionals** - Before an incident ever occurs, management will identify trained mental health professionals who would be available to respond in the event of an incident. When an incident occurs, these emergency mental health consultants will, as soon as possible, provide any necessary physical, emotional and psychological support.