

**First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** Active Shooter

**Revisions:** New policy.

**Policy Number:** 4.6

**Board Review Date:** November 15, 2022

**Purpose:** To provide guidance on what to do if an active shooter is on or near the FPBUU campus

**Congregations' Review Period:** Aug 23, 2019

**Effective Date:** 11/22/2022

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**POLICY STATEMENT**

This policy establishes procedures and guidelines on how to respond when an active shooter is on or near the FPBUU campus as well as how to respond when law enforcement officers arrive.

**PROCEDURES**

Quickly determine the most reasonable way to protect your own life. The first option is to run, the second option is to hide from the shooter and as a last resort, and only when your life is in imminent danger, fight.

**GUIDELINES**

**Run**

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 an area where the active shooter may be.
- Call 911 when you are safe.

Assembly Area: After evacuation, assemble, if possible, behind the Thrift Shop out of sight of the church building. Then evacuate along the back path to shelter in the Barn and/or Winslow House.

**Hide**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an room with a closed and locked door)
- 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 ring tone
- Turn off any source of noise
- 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

### **Hiding strategy for CYM classes during Sunday Services:**

At the first sign of a disruption, the CYM leaders will take the children to the room under the Sanctuary, closing/locking doors behind them and turning off the lights.

Keep the children against the concrete walls to protect them from possible gunfire.

Keep the children there until the all clear is given by the Brewster Police Department.

If it becomes necessary to evacuate that room, the CYM leaders will take the children out the bulkhead doors.

### **Fight**

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 the shooter
- Throwing items and improvising weapons
- Yelling

### **How to respond when law enforcement officers arrive**

- Remain calm, and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

**Information to provide to law enforcement or the 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooters
- Number and type of weapons held by the shooters
- Number of potential victims at the location

**TRAINING**

Ushers will be trained annually on their duties to assist evacuation of the sanctuary. The following topics will be communicated to ushers:

- Policy guidance regarding Run, Hide, Fight
- The following specific usher responsibilities:
  - Aid people in leaving the premises, assisting people with mobility problems, if safe to do so.
  - Once outside, stop people from entering the premises.
  - Direct people where to assemble.

CYM staff will be trained annually on this policy and their duties to hide with the children. The following topics will be communicated to CYM staff:

- Policy guidance regarding Run, Hide, Fight
- Specific guidance regarding hiding under the sanctuary, including a drill in the storage room and review all guidance for what to do while down there.

Parents of CYM children will be informed about the policy each year when they enroll their children. Also, every September, CYM leaders will perform a drill in which the leaders practice going into the room under the sanctuary and evacuating out the bulkhead doors.

**Program Review**

The Administration & Finance Director shall communicate with the Brewster Police Department annually to see if they have additional guidance regarding protocols for active shooter scenarios.

**STANDARDS**

None

**DEFINITIONS**

Active shooter: term defined by the federal government as an individual actively engaged in killing or attempting to kill others in a confined and populated area. Implicit in the definition is that the person's criminal actions involve firearms.