

St. Elizabeth College of Nursing Active Shooter Drill

September 18, 2019

Objectives

1. The College of Nursing demonstrates the ability to identify an active shooter.
2. The College of Nursing demonstrates the ability to implement departmental plans and follow the “Run-Hide-Fight” model for active shooter response.
3. The College of Nursing demonstrates the ability to activate/implement the Active Shooter Emergency Response Plan.
4. The College of Nursing demonstrates the ability to evacuate to safe location and account for all students and establish communications with Law Enforcement.

Scenario

After careful observation of student activity, an unauthorized individual (upset over a recent breakup) is found to be wandering around the outside of the College of Nursing Building and makes several attempts to enter the locked area. The individual gains access: (a) following a group of students entering for classes as they swipe in or (b) attacks a Security Guard and steals an employee badge to gain entry.. This individual, wearing a backpack, is not checked for authorization. After gaining access, the individual secludes him/herself in a quiet location. During break time in-between classes, the individual exits the secluded area and begins to open fire resulting in 6 victims, 4 critical and 2 non-critical.

Concept of Operations: 911, NYS Troopers, Oneida Department of Health and the NYS Department of Health will be notified in advance of the drill activity. Other organizations to be notified as outlined in Appendix “C”. Utica Metro SWAT will supply the staff necessary to conduct the drill in order to ensure control of the drill activities. The area where the drill is to be conducted shall be identified by a “Wet Paint” sign with College staff, Security and Utica Police departments standing outside the drill area to ensure safety for the public and the drill participants. Utica Police departments will have patrol officers respond to the scene, all Law Enforcement activities are to be performed by Metro SWAT. Hospital staff and business side of the College of Nursing will be notified of the drill date and time and will not be included in the drill/exercise.

Participating Organizations

Please see Appendix B.

Exercise Overview

Objective 1: Identification of Active Shooter

Core Capability 1: School System Preparedness

Objective 2: Evaluate Staff/Student response in the immediate area of danger

Core Capability 2: School System Preparedness

Objective 3: Evaluate Staff/Student response not directly in the immediate area of danger

Core Capability 3: School System Preparedness

Objective 4: The School demonstrates the ability to activate/implement the Active Shooter Emergency Response Plan.

Core Capability 4: Emergency Operations Coordination

Objective 5: The School demonstrates the ability to account for all students in a safe location

Core Capability 5: Emergency Operations Coordination

Objective 6: Communication between College Staff Personnel and Metro S.W.A.T.

Core Capability 6: Information Sharing

Exercise Evaluation Guide

Exercise Goals: Active Shooter Response – Area of Immediate Threat

1. Identification of the Active Shooter
2. Evaluate Staff/Student response in area of Immediate Danger

Core Capability: School System Preparedness

Organizational Capability Target 1: Active Shooter Identification

- Critical Task #1: Identify threat
- Critical Task #2: Notify Organization of threat
- Critical Task #3: Announcement of the threat and location.

Organizational Capability Target 2: School Plan in area of immediate danger

- Critical Task #1: Seek Shelter
- Critical Task #2: Barricade
- Critical Task #3: Lights off
- Critical Task #4: Phones and Cellular Phones off

- Critical Task #5: Staff/Students respond appropriately to Law Enforcement Response

1. Active Shooter Identification

- *Critical Task #1:* Was the Threat Identified? Y/N
- *Critical Task #2:* Was the Switchboard notified via 8911 of the active shooter? Y/N
- *Critical Task #3:* Was an overhead announcement made regarding the active shooter and the location? Y/N

2. Implementation of School Plan for Active Shooter – Area of Immediate Danger

- Critical Task #1: Did Staff/Students immediately seek shelter? (hiding under desks, behind walls, behind file cabinets) Y/N
- Critical Task #2: Did Staff/Students immediately begin to barricade their area for protection? Y/N
- Critical Task #3: Did Staff/Students turn off Lights to office and close blinds where applicable? Y/N
- Critical Task #4: Did Staff/Students refrain from answering desk phones and have cellular phones off or silent? Y/N
- Critical Task #5: Did Staff/Students respond appropriately to Law Enforcement Commands? (Hands visible, evacuate when told, stayed silent) Y/N

Exercise Goals: Active Shooter Response – Area Not in Immediate Threat

3. Evaluate Staff/Student response in area NOT in Immediate Danger

Core Capability: Health Care System Preparedness

Organizational Capability Target 1: Departmental Plan in area of immediate danger (Staff Interviews)

- Critical Task #1: Staff/Student response time to Active Shooter Announcement
- Critical Task #2: Identification and Evacuation of non-essential individuals
- Critical Task #3: Seek shelter
- Critical Task #4: Barricade
- Critical Task #5: Lights off
- Critical Task #6: Phones and Cellular Phones off
- Critical Task #7: Staff/Student respond appropriately to Law Enforcement Response

Implementation of Departmental Plan for Active Shooter – Area NOT in Immediate Danger

- Critical Task #1: Was Staff/Student response time to the Active Shooter Announcement immediate? Y/N
- Critical Task #2: Could Staff/Student identify where seek shelter? (hiding under desks, behind walls, behind file cabinets) Y/N

- Critical Task #3: Could Staff/Student identify how to barricade their area for protection? Y/N
- Critical Task #4: Could Staff/Student identify turning off lights and closing blinds where applicable? Y/N
- Critical Task #5: Could Staff/Student identify refraining from answering desk phones and have cellular phones off or silent? Y/N

Implementation of School Plan for Active Shooter – Area NOT in Immediate Danger

Critical Task #5: Could Staff/Student identify how to respond appropriately to Law Enforcement Commands? (Hands visible, evacuate when told, stayed silent) Y/N

Exercise Goals: Active Shooter Response – Area Not in Immediate Threat

3. Evaluate Staff/Student response in area NOT in Immediate Danger

Core Capability: Health Care System Preparedness

Organizational Capability Target 1: Departmental Plan in area of immediate danger (Staff Interviews)

- Critical Task #1: Staff/Student response time to Active Shooter Announcement
- Critical Task #2: Identification and Evacuation of non-essential individuals
- Critical Task #3: Seek shelter
- Critical Task #4: Barricade
- Critical Task #5: Lights off
- Critical Task #6: Phones and Cellular Phones off
- Critical Task #7: Staff/Student respond appropriately to Law Enforcement Response

Exercise Evaluation Guide

Exercise Goals: Active Shooter Response – Area Not in Immediate Threat

3. Evaluate Staff/Student response in area NOT in Immediate Danger

Core Capability: Health Care System Preparedness

Organizational Capability Target 1: Departmental Plan in area of immediate danger (Staff Interviews)

- Critical Task #1: Staff/Student response time to Active Shooter Announcement
- Critical Task #2: Identification and Evacuation of non-essential individuals
- Critical Task #3: Seek shelter
- Critical Task #4: Barricade
- Critical Task #5: Lights off
- Critical Task #6: Phones and Cellular Phones off
- Critical Task #7: Staff/Student respond appropriately to Law Enforcement Response

Implementation of Departmental Plan for Active Shooter – Area NOT in Immediate Danger

- *Critical Task #1: Was Staff/Student response time to the Active Shooter Announcement immediate? Y/N*
- *Critical Task #2: Could Staff/Student identify where seek shelter? (hiding under desks, behind walls, behind file cabinets) Y/N*
- *Critical Task #3: Could Staff/Student identify how to barricade their area for protection? Y/N*
- *Critical Task #4: Could Staff/Student identify turning off lights and closing blinds where applicable? Y/N*
- *Critical Task #5: Could Staff/Student identify refraining from answering desk phones and have cellular phones off or silent? Y/N*

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Implementation of School Plan for Active Shooter – Area NOT in Immediate Danger

Critical Task #5: Could Staff/Student identify how to respond appropriately to Law Enforcement Commands? (Hands visible, evacuate when told, stayed silent) Y/N

Exercise Goals: Active Shooter Response – School Administration

4. Implementation of School Active Shooter **Emergency** Response Plan
5. Identify and account for all students at the safe location

6. Communication with Law Enforcement during Active Shooter Incident

Core Capability: Emergency Operations Coordination
Information Sharing

Organizational Capability Target 1: School Active Shooter Plan Activation

- *Critical Task #1: Overhead Page announcement for Active Shooter*
- *Critical Task #2: RAVE notification activated*
- *Source(s): MV-03-021*

Organizational Capability Target 2: School Active Shooter Plan Student Accountability

- *Critical Task #1: All Students escorted to identified safe location (Community Room)*
- *Critical Task #2: Student roster brought to location by School Administrative Personnel*
- *Critical Task #3: Roll call performed to ensure all students accounted for*
- *Source(s): MV-03-008*

Organizational Capability Target 2: Active Shooter Plan Communication

- *Critical Task #1: School Administration communication to UPD Incident Commander established*
- *Critical Task #2: Effective exchange of information between School Administration and UPD Incident Command*
- *Source(s): MV-03-008*

School Active Shooter Plan Activation

- *Critical Task #1: Was Active Shooter overhead page heard? Y/N*

Critical Task #2: Was the RAVE Mass notification System Activated with the appropriate information? Y/N

School Administration Response to Active Shooter Event – Student Accountability

- *Critical Task #1: Were all Staff/Students escorted into the safe location? Y/N*
- *Critical Task #2: Was a Student Roster brought to the safe location by school personnel? Y/N*

Critical Task #3: Was a roll-call performed to ensure all students accounted for? Y/N

School Administration Communication to Law Enforcement Incident Command

- *Critical Task #1: Was communication established between School Administration and UPD Incident Command? Y/N*

Critical Task #2: Was there an effective exchange of information between Administration and UPD Incident Commands? Y/N

Appendix D: Hospital Switchboard Script

College of Nursing Active Shooter Drill

Switchboard Script

Upon notification of an active shooter at the College of Nursing:

1. Overhead page AT THE COLLEGE OF NURSING ONLY:
“This is a DRILL, this is a DRILL, Active Shooter in the College of Nursing” – Repeat three times
2. DO NOT CALL 911
3. Contact Security and notify them of the DRILL
4. Contact AOC and Hospital Supervisor to notify them of the DRILL



MEMO

To: MVHS Leadership
Deb George – Junior Junction
Marion Medical CNY Cardiology and Outpatient Laboratory

From: Varinya Sheppard, President St. Elizabeth College of Nursing
Keith Roach – Dir. Emergency Preparedness – MVHS

Date: September 11, 2019

Re: Annual College of Nursing Active Shooter Drill

CC: Sharon Palmer – VP Support Services - MVHS

In an effort to ensure that members of the College community remain in a safe learning environment, the College of Nursing will be conducting a Campus Safety **Drill** within a week in conjunction with the Utica Police Department. ***Please be advised that this drill will only involve the Education Side of the College of Nursing. Please be advised that the Lobby and entrance will be on lockdown during the drill with limited/no access during the drill activities as per procedure.*** The Medical Center and

EPD-005 Form 1 Rev 1 (10/01/15)

Appendix B: Exercise Participants

B-8

St. Elizabeth College of Nursing

Improvement Plan (AAR/IP)

departments located on the Business Side of the College will not participate at this time. Employees, parents of children attending Junior Junction daycare, and Medical Center patients/visitors may experience delays when arriving to or departing from the College, but will not be restricted from these areas while the drill is in progress. There will be signs in the driveways and in the lobby indicating when the drill is in progress.

Please keep this information confidential so that our students are not made aware of this drill, it needs to be a realistic scenario that mimics an actual situation involving an active shooter on campus.

The College administration believes that it is crucial for the College of Nursing to continue to explore and to take preventative measures to maintain the safety and security of those who frequent our campus. The tentative drill will simulate an Active Shooter and will involve an increased police presence both inside and outside of the College. We appreciate your patience and understanding while we work to strengthen security measures to provide a safe environment for all involved.