
BRIDGEWATER STATE UNIVERSITY Active Threat Protocol

I. Introduction

The primary objective in an active threat situation, including an active shooter incident, is to protect all members of the community from harm.

In an active threat situation –

- Police will take immediate action as necessary to protect all community members from the shooter or other threat.
- Community protection also requires fast and effective communication so the entire community can respond as safely as possible.

II. Protocol

1. Police will respond immediately. The chief of police or ranking police officer on campus will take command as soon as the incident is reported. The BSU Police Department's mutual aid partners will be notified to provide assistance as necessary. The town of Bridgewater Fire Department will also be informed if one or more ambulances are needed, and will invoke its Mass Casualty Incident Protocol if needed.
2. Contact all university community members as soon as possible with a message which helps them take action for their own safety. If the nature of the threat requires immediate notification to the campus community, the ranking police officer on duty will direct the police dispatcher to activate the university's Emergency Notification System (ENS), including a community wide text message and outdoor audio warning. Otherwise, the Crisis Team will decide upon the message(s) to be sent and will direct staff in IT and other areas as necessary to distribute the messages.

Messages may be sent by multiple means, including any or all of the following:

- An automated phone mail/text messaging system to all phone numbers in the College data base, including cell phones.
- E-mail messages to all students, faculty, and staff advising them of the situation as known and how they might safeguard themselves.
- A prominent web notice placed on the university's home page.
- If the emergency occurs during a class time, the automated system will be used to send an immediate message to the telephones in all classrooms.

- ResNet will be used to post information on campus TV sets.
 - A message placed on the electronic sign at the Campus Center.
 - A siren will be sounded to indicate there is an emergency and providing instructions.
3. Consider a campus lockdown. The commanding officer on duty in the BSU Police Department will order that all outside doors of campus buildings will be locked down if the police believe this will assist with campus safety. The lockdown can be done centrally, by computer, at the police dispatch desk. Police have access to all buildings even when outside doors are locked. This does not prohibit egress from any building, and persons leaving could possibly let a threatening person into the building.
 4. Establish communications with the Crisis Team and inform the president. As soon as practicable, the police will notify the chair or other senior member of the Crisis Team. Police will proceed before any meeting can be established to deal with the threat as necessary. The chair will contact the president and members of the Crisis Team, inform them of the active threat, and establish a meeting or conference call as quickly as possible.
 5. Establish an active police liaison on the Crisis Team. Since the chief and deputy chief of police will be most likely be directly commanding police action, the third-ranking available officer will be detailed to the Crisis Team with radio communications to assist with decisions and planning. The chief and deputy chief will keep this officer and the Crisis Team informed as closely as possible of developments in the crisis.
 6. Consider canceling classes and university operations, or evacuating the campus. In consultation with the president, the Crisis Team will order cancellation of all university activities, including classes, if they believe this will enhance safety of the community members.
 7. Keep the community informed as decisions are made and as the emergency develops.
 8. Establish a media center. For this type of emergency the media center will be established in the Moakley Auditorium. If classes are in session the appropriate Crisis Team member will inform faculty that this auditorium is needed for the crisis. Even if the university has not canceled all classes, any classes scheduled in this space will be canceled so it can be used for press briefings. The vice president for advancement will direct this phase of the response and will stay in communication with the CMT.

9. The Crisis Team will direct the issuance of a communication to parents of students, and/or to students' designated emergency contacts, as soon as accurate information is available and the Crisis Team can focus on this task without neglecting immediate management of the crisis.
10. The Crisis Team will follow the emergency, make decisions, inform the campus community and parents as necessary, attend to external communications, and support the Police Department until the emergency is declared to be over.

As noted in the general Crisis Management Plan, once the crisis is over the Crisis Team will debrief the response to the emergency and will document lessons learned and procedural changes as a result of that experience.

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