

**Wisconsin Veterans Home at King**  
**EMERGENCY PLAN – ACTIVE SHOOTER**

Date of Origin: January 2014	No.: 14-00-01G
Last Revision: July 2, 2020	Page 1 of 3
Last Review: July 2, 2020	Maintained By: Administration/Emergency Services

**Applies To:**

- All Wisconsin Veterans Home at King (WVH-K) staff, members, volunteers and visitors

**Definitions:**

- An Active Shooter is 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.

**Summary Information:**

- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

**Procedures:**

**How to respond when an active shooter is in your vicinity:**

1. Evacuate:
  - A. If there is an accessible escape path, attempt to evacuate the premises.
  - B. Have an escape route and plan in mind.
  - C. Evacuate regardless of whether others agree to follow.
  - D. Leave your belongings behind.
  - E. Help others escape if possible.
  - F. Prevent individuals from entering an area where the active shooter may be.
  - G. Keep hands visible.
  - H. Follow the instructions of any police officers.
  - I. Do not attempt to move wounded people.
  - J. Call 9-911 or 911 and then 2222, from a WVH-K phone, when you are safe to do so.
    - 1) If you are dialing from a cell phone dial 715-258-5586 ext. 2222 for Emergency Services or 911 for law enforcement.
  - K. Emergency Services will make a WVH-K Facility Wide Page: “Active Shooter in (Location)”
    - 1) This task can be performed by anyone, not just Emergency Services. Also a computer notification could be sent out.
    - 2) To make a WVH Facility Wide Page:
      - a. Dial 74 then 00 from a WVH King phone
      - b. Announce Active Shooter in (Location)
2. Hide Out:
  - A. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - B. Hiding place should be out of active shooter’s view.
  - C. Hiding place should provide protection if shots are fired in your direction (e.g. an office with a closed and locked door).

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- D. Hiding place should not trap you or restrict your options for movement.
  - E. Hide in the “blind corner” of the office. A blind corner wouldn’t be readily visible from the doorway.
  - F. To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture
3. If the active shooter is nearby, remain quiet and:
    - A. Lock the door.
    - B. Silence your cell phone and/or pager.
    - C. Turn off any other source of noise and light.
    - D. Hide behind large items if an office is not available.
  4. If evacuation and hiding out are not possible:
    - A. Remain calm.
    - B. Dial 9-911 or 911 then 2222, if possible, to alert police to the active shooter’s location.
    - C. If you cannot speak, leave the line open and allow the dispatcher to listen.
  5. Take action against the active shooter:
    - A. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
      - 1) Acting as aggressively as possible against him/her.
      - 2) Throwing items and improvising weapons.
      - 3) Yelling.
      - 4) Committing to your actions.
  6. How to respond when law enforcement arrives:
    - A. Remain calm and follow officer’s instructions.
    - B. Put down any items in your hands.
    - C. Immediately raise hands and spread fingers.
    - D. Keep hands visible at all times.
    - E. Avoid making quick movements toward the officers.
    - F. Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering premises.
  7. Information to provide to law enforcement or 911 operator:
    - A. Location of the active shooter.
    - B. Number of shooters, if more than one.
    - C. Physical description of shooter(s).
    - D. Number of potential victims at the location.
  8. Once you have exited the building, do not attempt to re-enter the building.
  9. If you are a person that travels with a legal weapon in your vehicle, do not remove the weapon from your vehicle and attempt to assist law enforcement. You may be mistaken as a threat and confronted by law enforcement with force.
  10. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

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- A. Safe locations and designated assembly points will be established across County Road QQ from WVH-K; facility garages and maintenance buildings may be used to shelter members, visitors, and staff while accountability lists are started.
11. **Remember remain calm and when calling 911 from a campus phone, dial 9 to obtain an outside line and then 911 or 911 to complete the call.**