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|  ACTIVE SHOOTER | NO.  |
| POLICY:It is the policy of Winning Wheels, Inc., to have an evacuation plan in place for an active shooter situation.ACTIVE SHOOTER:Active Shooter, as defined by the Department of Homeland Security (DHS), is “an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.”The DHS has a list of warning signs for potential violence from employees. If an employee exhibits one or several of these signs severely, report to your supervisor, the Director of Social Services, the Director of Nursing, or the Administrator immediately.**DISCLAIMER: This is not a comprehensive list and exhibiting these signs does not necessarily mean an employee will become an active shooter or has a mental illness. Only a skilled clinician who is qualified to diagnose mental illness can accurately assess a person’s mental state.**The list includes, but is not limited to:•Increased use of alcohol and/or illegal drugs•Unexplained increase in absenteeism; vague physical complaints•Noticeable decrease in attention to appearance and hygiene•Depression / withdrawal•Resistance and overreaction to changes in policy and procedures•Repeated violations of company policies•Increased severe mood swings•Noticeably unstable, emotional responses•Explosive outbursts of anger or rage without provocation•Suicidal; comments about “putting things in order”•Behavior which is suspect of paranoia, (“everybody is against me”)•Increasingly talks of problems at home•Escalation of domestic problems into the workplace; talk of severe financial problems•Talk of previous incidents of violence•Empathy with individuals committing violence•Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes  |
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|  ACTIVE SHOOTER | NO.  |
| PROCEDURES:According to the DHS, Active Shooter situations are unpredictable and evolve quickly. They are usually over within 10-15 minutes after they occur, and the deployment of law enforcement is usually necessary to mitigate the situation. To ensure the safety of residents and staff, Winning Wheels, Inc. treats single shot fired and possession of a weapon on site as an active shooter incident.As staff, we must be prepared to deal with the situation and to evacuate the premises, and to try and slow down the shooter. The following procedures will help in evacuation.1. When staff sees an Active Shooter in their area, they must use the pager system and say Active Shooter is in your area (e.g. Active Shooter in B-wing).
2. With notification, staff will proceed to evacuate residents. Staff will also shut and block doors to slow down Active Shooter. Staff must also notify 9-1-1 and state there is an Active Shooter at Winning Wheels in Prophetstown, Illinois. Keep phone connected to call and proceed to help evacuate. If you are personnel and use cell phones, give any details you can of active shooter to 9-1-1.
3. Staff must prioritize evacuation of residents. Resources shall be executed to ensure the fullest amount of residents will have minimal amount of harm.
4. Staff must evacuate residents through nearest exit to open area. If one cannot evacuate residents, find a room to escort residents in and barricade door with furniture in the room.
5. If staff do not have time to evacuate residents, they must do the following:
6. Run. Get as far away from the shooter as possible while creating distractions for the shooter to shoot less accurately (e.g., throwing equipment on the floor for an obstacle or moving equipment as to create a temporary barrier).
7. Hide. If the shooter is catching up or running will not be feasible, find a place to hide. Rooms would be ideal. Close doors and find what you can to barricade the doors and hide.
8. Fight. If the shooter finds you, or it is impossible to run and hide, fight the shooter. Find anything to use as a weapon. Do not stop kicking, punching, and screaming. If you can overpower shooter, do so. **The fight option is a last resort! Your safety comes before all else!**
9. When police arrive and if you are still in the facility, wait for them to come and get you. When you see them, put your hands up and follow their directions.
10. If you are wounded, wait to be helped. First responders of police officers will not help you. They will only clear the area and then the second wave will help you with your wounds.
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|  ACTIVE SHOOTER | NO.  |
| LYNDON PROGRESS CENTER, PRESCHOOL DAYCARE, AND STRIVE:1. When an active shooter is on the premises, individuals must proceed to evacuate. If one cannot evacuate building(s), then proceed to escort residents and/or children to rooms and barricade doors with furniture in rooms.
2. Staff must call 9-1-1 and state there is an active shooter at their location. Keep phone call connected and proceed to evacuate. If using a cell phone, stay on the phone and give as much information as possible.
3. If staff cannot evacuate, they must do the following:
4. Run. Get as far away from the shooter as possible while creating distractions for the shooter to shoot less accurately (e.g., throwing equipment on the floor for an obstacle or moving equipment as to create a temporary barrier).
5. Hide. If the shooter is catching up or running will not be feasible, find a place to hide. Rooms would be ideal. Close doors and find what you can to barricade the doors.
6. Fight. If the shooter finds you, or it is impossible to run and hide, fight the shooter. Find anything to use as a weapon. Do not stop kicking, punching, and screaming. If you can overpower shooter, do so. **The fight option is a last resort! Your safety comes before all else!**
7. When police arrive and if you are still in the facility, wait for them to come and get you. When you see them, put your hands up and follow their directions.
8. If you are wounded, wait to be helped. First responders of police officers will not help you. They will only clear the area and then the second wave will help you with your wounds.

Bomb Threat: In the instance of a bomb threat, staff must notify law enforcement through a landline phone since cell phones and radios can activate bomb. Staff, visitors, and residents cannot use cell phones or radio equipment until complete evacuation of site. |
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