

Active Shooter Policy

1) Purpose & Scope

This policy establishes camp wide expectations to prevent, prepare for, respond to, and recover from an active shooter incident at any camp site. It applies to all staff, volunteers, contractors, and program partners during operating hours. Guidance follows nationally recognized best practices for civilian response and school/camp emergency planning.

2) Definitions

- Active Assailant / Active Shooter: One or more individuals actively engaged in attempting to kill people in a populated area. These situations are unpredictable and evolve quickly; individuals may need to act before responders arrive.
- Emergency Action Plan (EAP): A site-specific plan describing roles, routes, shelter locations, communication, and reunification procedures for emergencies

3) Core Response Framework

The City of San Marcos adopts Avoid–Deny–Defend (ADD) for civilian response, consistent with ALERRT (Texas State University).

- Avoid: Be aware of surroundings, move away from the threat quickly, and use any safe exits.
- Deny: If you can't leave safely, create distance and barriers, lock/barricade doors, turn off lights, silence devices, and stay out of sight and quiet.
- Defend: Only as a last resort-if you cannot avoid or deny and life is in imminent danger-defend yourself and the youth using aggressive, decisive action with improvised tools.

4) Training & Drills

- Required HR Video: All camp staff must watch the HR provided active assailant video before camp opening day and annually thereafter.
- Site Walkthrough & Assessment: After the video, each site conducts a pre-summer assessment to identify exits, lockable rooms, barricade options, medical kits, and communication tools.

5) Roles & Responsibilities

- Program Coordinator (Incident Lead): Initiates the EAP, contacts 9-1-1, coordinates with law enforcement, and oversees reunification.
- Site Supervisor and/or Assistant Site Supervisor: Direct immediate ADD actions with assigned groups; account for youth; communicate location/status when safe; prevent re-entry to danger areas.
- All Staff: Maintain situational awareness; follow EAP and ADD; support youth; provide lifesaving first aid (e.g., stop bleeding) only when safe.

6) Immediate Actions (During an Incident)

1. Recognize & Act: If shots are heard or a credible threat is observed, initiate ADD without waiting for confirmation.
2. Call 9-1-1 when safe: Provide location, description of assailant, weapons if known, and number of victims. Keep the line open if you cannot speak.
3. Internal Alert: Use the site's plain language announcement (e.g., "Active threat in [location]. Avoid [route]; Deny in place; Defend only if necessary.") and/or silent alert tools if available. Avoid codes that confuse staff/youth.

4. Help the Wounded (if safe): Apply basic bleeding control and move injured only if necessary to reach safety.
5. When Law Enforcement Arrives: Remain calm, keep hands visible, follow instructions, and provide concise information.

7) Reunification of Youth with Parents/Guardians

Following law enforcement clearance, the Program Coordinator, along with the Youth Services Coordinator and/or Youth Services Specialist use standardized reunification procedures with controlled check in, verification, and release to authorized guardians.