

August 4, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-02
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Addition of Policy and Requirement Handbook (PRH) Section 5.4,
Personal Safety and Security, R4, Active Shooter Policy

1. Purpose. To provide the Job Corps community with guidance on responding to an active shooter event. This guidance is offered as the minimum standard for all centers. Center leadership should assess their centers to determine additional and specific needs to deal with an active shooter.

2. Background. The top priority of the Job Corps program is to maintain a safe and secure environment for students and staff. These guidelines, which are based on the Department of Homeland Security (DHS) guidance referenced below, were established to maximize safety and survivability in the event of an active shooter situation.

An **active shooter** is defined as 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.

3. Reference. Department of Homeland Security guide, "Active Shooter, How to Respond," https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf, is an example of response procedures consistent with the DHS guide. It is available via the North Carolina State Police, "Active Shooter Response Procedures," <http://www.uncc.edu/campuspolice/PDF/ActiveShooterResponse.pdf>.

4. Explanation of Change(s).

(a) The addition of PRH Chapter 5.4, Personal Safety and Security, R4, "Active Shooter Response." It is written as follows:

R4. Active Shooter Response

An active shooter is defined as 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.

Upon discovery of an active shooter situation, as soon as it is safe to do so, call law enforcement (911), and announce there is an “Active Shooter” event in progress.

The 911 call (from a safely concealed area) should provide the following information:

- a. Description and possible location of suspect(s) if known
- b. Number and types of weapons
- c. Suspect’s direction of travel
- d. Location and condition of any victim(s)

Safety and Security Officers and/or the person in charge must be prepared to meet and guide law enforcement officers if possible. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

In response to an Active Shooter event, follow guidelines below.

1. **Evacuate** – If there is an accessible escape path, attempt to leave the premises (See PRH Section 5.4, R1).
 - (a) Have an escape route and plan in mind
 - (b) Evacuate regardless of whether others agree to follow
 - (c) Leave your belongings behind
 - (d) Help others escape, if possible
 - (e) Prevent individuals from entering an area where the active shooter may be
 - (f) Keep your hands visible
 - (g) Follow the instructions of any police officers
 - (h) Do not attempt to move wounded people
 - (i) Call 911 when you are safe
2. **Hide out** – If evacuation is not possible, find a place to hide where the active shooter is less likely to go. Direct personnel into resident rooms or other

adjacent rooms close the door and attempt to barricade the door. Your hiding place should:

- (a) Be out of the active shooter's view
- (b) Provide protection if shots are fired in your direction
- (c) Not trap you or restrict your options for movement

If the active shooter is nearby:

- Lock the door
- Silence your cell phone, pager, and/or other electronic devices
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Blockade the door with heavy furniture
- Stay as low to the floor as possible and remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter - as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - a. Acting as aggressively as possible against him/her
 - b. Throwing items and improvising weapons
 - c. Yelling
 - d. Committing to your actions

An "All Clear" will be announced when the scene is declared safe by law enforcement officials.

- (b) There are no PAG changes.

5. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff. Within 21 days (sooner if at all possible) of the issuance of this PRH change notice your center must:

- Implement and follow this policy at your center (e.g., identify relevant staff to perform these tasks; conduct briefings, training and drills with your staff and students; coordinate with local law enforcement, etc.);
- Engage your local law enforcement and arrange to have active shooter drills on your center within the next 120 days of the issuance date for the notice. If, for whatever reason, you are not able to have an active shooter drill at your center within 120 days, please notify your Program Manager and Regional Director as to the reason why you cannot;
- Conduct an active shooter drill at least once every year at your center;
- Discuss this policy at least semiannually on your center with students and staff; and
- Notify your respective Regional Director via letter or email that the policy is implemented at your center and how you are following it.

6. Effective Date. Immediately.

7. Inquiries. Inquiries should be directed to Robert Pitulej at Pitulej.Robert.W@dol.gov or (202) 693-8013.

Attachment

PRH Chapter 5