

Policy Number	206 000
Policy Title	Active Assailant Policy
Responsible Officer	University Security Chief
Responsible Office	Campus Security Office
Summary	Policy outlining the university's position regarding planning, training, and response to an Active Assailant threat.
Definitions	<p>Active Assailant Threat - The threat and reality of dealing with an Active Attacker both on and off campus continue to be a hazard for our society. These threats, by necessity, require the immediate action of procedures to maintain the safety of our university community.</p> <p>Active Assailant- One or more subjects who participate in a random or systematic attack, demonstrating their intent to harm or kill others. This would include, but not be limited to, an attack with a firearm, knife, explosive, vehicle or any other object or weapon.</p> <p>Active Shooter - An individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.</p> <p>Saferooms-Shelters locate in designated buildings for protection and supplied with safety kits for emergency response.</p>
Approving Body	Administrative Council, Academic Council
Approval Date	Admin C (01.17.2024), Aca C (02.09.2024)
Last Revision	February 22, 2024 <i>*(Administrative Edit)</i>
Re-evaluation Date	Spring 2027
Departmental Impact	All departments at CIU and BLS located on the main CIU campus on Monticello Road.

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

The objective of this policy is to provide guidance in the planning, training and response to active assailant threats to the university.

Scope

This policy applies to the primary university campus on Monticello Road. It is the responsibility of members of our campus community to be aware of active assailant training and the role that they play in preparing for and responding to such incidents.

Roles and Responsibilities

Below outlines the roles and responsibilities of those supporting the efforts of active assailant planning, training, and response.

Campus Security Chief

- Alerting VP of Campus Security, President, Executive Vice President/Provost, and Ben Lippen Headmaster, security officers/administrators of incidents.

- Leading response efforts of Campus Security and other safety assistants.
- Establish ongoing communication with appropriate parties (local authorities, emergency first responders, VP of Campus Security)
- In collaboration with University communications, draft subsequent Omnalert Alert messages for the university. These messages are also captured on social media platforms operated by University Communications and may be disseminated on CIU News and via email as appropriate.
- Proactively establish saferooms and develop or coordinate training/awareness program for the university.

Vice President of Campus Security

- Guiding policy and resource decisions to enable the effective support of Campus Security.
- Establish ongoing communication with appropriate parties (university leadership, Board of Trustees, etc.)

Campus Security Team

- Responding to and investigating the initial active assailant event.
- Coordinating and working with outside law enforcement agencies in the response and investigative phase of the active shooter or assailant event.
- Sending first alert messages to the university community, advising of the situation and directing them to avoid the impacted area(s).
- Coordinating efforts to protect the campus during an active assailant incident.
- Coordinating recovery efforts for the university after an incident.

Ben Lippen Safety Administrators

- Collaborating with Campus Security on incidents that pose threats to Ben Lippen Schools.

CIU Building Marshalls

- Responding for collaborating with Campus Security on incidents that present threats to various CIU buildings.
- Direct building occupants to saferooms during active assailant incidents.
- Assist with building lockdowns.

Risk Management Office

- Provide institutional policy and financial guidance in response to an active assailant incident.

University Communications

- Facilitate notifications to students/parents, faculty/staff, external media, and others.
- Work in collaboration with Campus Security to gather accurate information/facts and disseminate information appropriately to students, faculty, staff, parents, media, and others during and in the days/weeks following.
- Monitor media and social media channels to answer inquiries and look for relevant new information.
- Provide verified information for responding to inquires (from students, employees, families, media, alumni, etc.).
- Organizes press briefings and media updates in concert with Campus Security.

Active Assailant Incident Planning

The Campus Security Office will develop and maintain crisis management plans and manuals outlining procedures and activities to manage the preparation, training, and response to active assailant threats. Some plans (e.g., Emergency Preparedness Manual) will be developed by or with the Risk Management Office and University Communications. Ongoing reviews of plans will be conducted by the VP of Campus Security and Campus Security Chief.

Specific procedures for Columbia International University’s Campus Security Office and other public safety entities are proprietary and for internal use only.

In addition to crisis management plans, the Campus Security Office will investigate and propose threat-reduction or threat-response solutions to improve the safety of the campus. Such solutions will include technical and non-technical solutions and methodologies to aid in the protection of the campus.

Education and Training for Faculty, Staff, and Students

Guidance for Faculty, Students and Staff can be obtained through the *CIUSAFE Program* conducted by Campus Security. The *CIUSAFE Program* provides information on steps the campus community can take to mitigate the actions of an active assailant. Below is an overview of the steps and activities outlined in the training program.

- How to report suspicious or life-endangering activity to Campus Security
- Warning signs of potential campus violence
- What to expect during an active assailant incident
- Emergency notifications alerts
- Run, Hide, Fight actions to take
- What to do when law enforcement/first-responders arrive
- What to do during incident recovery

For more on the *CIUSAFE Program*, visit [here](#).

Columbia International University’s Campus Security Office will conduct training throughout the year. Training is provided to departments and students. Training methods will consist of in-person or on-demand materials. The training below will be provided at least annually.

- Active shooter forum for faculty/staff
- Emergency incident awareness for students
- Saferoom training
- Active Shooter Drills for the campus community
- Emergency notification system tests

Additionally, Campus Security Officers will train with other local law enforcement agencies on a coordinated response to this type of an incident.

Accessibility and Communication for Individuals with Disabilities

Separate training and communication will be provided for individuals with disabilities to ensure they are prepared for such incidents.

Notifications for Active Assailant Incidents

Campus Security is responsible for notifying the University of active assailant incidents via the University’s emergency notification system.

Lockdown

Lockdowns may be a combination of lock-ins or lock-outs used by Campus Security to protect the campus from active assailant threats. Faculty, staff and students must adhere to lockdown activations to ensure the protection of lives.

Reporting Suspicious Activity or Threats

Anyone at Columbia International University can notify Campus Security of suspicious individuals on campus or perceived threats, which may be made verbally or via social media posts. Anyone who witnesses an act of violence on university’s property should immediately report it to Campus Security and/or local law enforcement agency by dialing 911.

Media and Public Relations

All communication to external media must be facilitated by the University Communications. The Campus Security nor other departments should facilitate communication with external media.

Regulations and Legal Compliance

The University will maintain compliance with federal and state regulations that impact the safety and protection of the lives and identities of those that may be impacted by active assailant incidents.

Policy Adherence

Failure to follow this policy can result in disciplinary action as provided in the CIU and BLS Faculty/Staff Handbook and CIU Student Handbook and. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook.

Hyperlinks/References

www.ciu.edu/policy

[606-000 Students with Disabilities Policy](#)

Revision Table