

Information on Active Threat Notifications

The safety of employees and the public are paramount for the Capitol Campus. The Washington State Patrol (WSP) and the Department of Enterprise Services (DES) are committed to protecting campus tenants, employees and visitors. Recent security incidents on the Capitol Campus have brought to light the need for a campus-wide safety bulletin to give direction to campus employees and tenants during these incidents.

Situations in which there is a potential threat or real threat to people on the Capitol Campus can be unpredictable and evolve quickly. When a potential threat occurs, the WSP and DES are committed to alerting you as quickly as possible via:

- The GovDelivery email and text message system
- The [WA State Patrol twitter feed](#) - @wastatepatrol
- The new Enterprise Services [Capitol Campus Emergency Alerts twitter feed](#) - @WSCCEA
- The new Enterprise Services [Washington State Capitol Campus Emergency Alert Facebook page](#)

Prepare yourself

To better prepare you to take the appropriate actions when an alert is issued, the WSP and DES recommend all employees review the Run, Hide, Fight training. To receive training credit, take the online training called, "WA-State Active Threat Response – WSP Presentation," in the state's [Learning Management System \(LMS\)](#). The "Run, Hide, Fight" video is also available on the State Patrol's [YouTube channel](#).

In addition, please attend future safety presentations when conducted by the WSP and DES and your agency.

Provided below are definitions of various actions that may be taken by Enterprise Services and the Washington State Patrol when there is a suspected or known threat on the Capitol Campus. To help preserve your safety and the safety of law enforcement personnel, it is important that all employees familiarize themselves with these definitions and be prepared to follow applicable directions. Please review this bulletin and keep it for future reference.

Restricted Access and Lockdowns

Enterprise Services may restrict access to lockdown buildings when threats are reported, or being investigated in the following ways:

- **Public Access Restricted** – Exterior doors will be locked, but employee badges will still work to gain entry to the building.
- **All Access Restricted** – Exterior doors will be locked and employee badges **WILL NOT** work.
- **Complete Lockdown** – All exterior and interior doors will be locked. *Key things to remember:*
 - People in the building need to go to a safe room and restrict movement.
 - Stay away from windows and be vigilant.
 - If you are outside when the building is locked, go to a safe location away from the campus.
 - If you see or hear an active threat - utilize your Run, Hide, Fight training and follow your agency procedures.
 - When your building is released from lockdown, attempt to contact your supervisor by phone.

Is there a way to get alerts faster?

The recommended way to receive these GovDelivery alerts is via text message. Enterprise Services is working with agencies on the campus to provide quick-subscribe links for each agency that employees can use to sign up for the text messaging option. Employees who are not signed up for the text messaging option receive alerts via email.

If I am locked out of my building, how do I know when it is safe to return?

Monitor your GovDelivery messages and the State Patrol and Emergency Alert twitter feeds. Do not return based on the word of a co-worker unless you can verify that the "all clear" has been officially given through one of these channels.

DO NOT make yourself a target by periodically checking at doors or staying near the building.

What should I do during a complete lockdown?

Remember, situations can evolve rapidly which may require you to use your judgement. Actions you can take include:

- Remain calm.
- Lock and/or barricade doors if necessary.
- Silence cell phones.
- Turn off the lights.
- Stay silent.
- Avoid door and windows.

What if I encounter an active threat but my building is not on lockdown?

We strongly recommend all employees take the training called "WA-State Active Threat Response – WSP Presentation" available in the state's Learning Management System (LMS) and pre-plan how you would get to a safe room or exit route, if needed. In general:

- If it is safe to run, run away from danger to a safe location.
- If it is not safe to run, hide in your immediate environment.
- If possible, move to a predetermined safe room/zone.
- As a last resort, fight the threat.

Helpful links:

The Run, Hide, Fight video is also available on the State Patrol's [YouTube channel](#).

To receive credit for taking the Run, Hide, Fight training, view the "WA-State Active Threat Response – WSP Presentation" through the [Learning Management System \(LMS\)](#).

6. What can I expect of police who enter my building?

The initial police response will be to locate and neutralize the threat. Officers will not help frightened or injured people. When encountering the police:

- Slowly raise your hands and show your palms.
- Do not make quick or sudden movements.
- Follow their directions.
- Do not challenge the police.
- Provide any information you know about the suspect(s).
- **DO NOT** live stream or give information on social media related to police movements– this puts everyone in your building in jeopardy.

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Good Practices for Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in a classroom, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

Call 911 When Safe to Do So.

How to Respond when Law Enforcement Arrives

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and keep them visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.

Thank you,

Learning Solutions Operation Team