

Active Threat / Active Shooter Guidelines

PURPOSE:

The purpose of this guideline is to ensure that Russell Inns Ltd. employees are prepared and know how to respond in the unlikely event that an Active Shooter Event occurs at our workplace.

POLICY STATEMENT:

Russell Inns Ltd. is committed to providing a safe working environment and has implemented this guideline to prepare our employees in the unlikely event of an active shooter.

Applies to: All hotel staff, contractors, and management.

Objective: Protect life, minimize harm, and support law enforcement response during an active threat incident.

1. Definition

An **active threat / active shooter** is an individual actively attempting to cause serious harm or death using weapons (firearms, knives, or other means) in a populated area.

- Victims tend to be selected at random
 - Event is unpredictable and evolves quickly
 - Knowing what to do can save lives
-

2. Guiding Principles: RUN, HIDE, FIGHT

All staff should follow these priorities:

RUN (Evacuate)



- Leave the area immediately if safe to do so.
- Encourage guests to evacuate with you, but do not delay your exit.
- Do not attempt to move the wounded
- Leave belongings behind.
- Keep hands visible at all times.
- Move to a safe location far from the building.
- Prevent others from entering the danger zone.
- Call 911 when safe to do so.
- **DO NOT PULL THE FIRE ALARM.**

HIDE (Shelter in Place)

If evacuation is not possible:



- Lock and barricade doors using furniture or heavy objects.
- Turn off lights and silence phones.
- Stay out of sight (behind solid objects, away from doors/windows).
- Remain quiet and calm.
- Do not open the door for anyone unless verified by law enforcement.
- If safe to do so call 911, then mute your phone and remain quiet.

FIGHT (Last Resort)

If directly confronted:



- Act decisively to stop the threat.
 - Use available objects as improvised weapons.
 - Work together if possible.
 - Commit fully to incapacitating the attacker...your life depends on it.
-

3. Staff Responsibilities

All Employees

- Stay alert to suspicious behavior.
- Immediately report threats to management or security.
- Know emergency exits and safe areas.
- Follow instructions from supervisors and emergency responders.

Front Desk / Guest Services

- Initiate emergency notification procedures.
- Call emergency services 911
- Provide:
 - Location of threat
 - Description of suspect(s)
 - Type of weapon(s)
 - Number of injured (if known)

Management

- Activate the emergency response plan.
- Coordinate communication with staff.
- Liaise with law enforcement upon arrival.
- Account for employees and guests when safe.

Security (if applicable)

- Assess and communicate real-time threat information.
- Assist with evacuation or lockdown procedures.
- Do not engage unless trained and authorized.

4. Communication Protocol

- Use plain language (avoid codes).
 - Announce:
 - “Active threat in [location]. Evacuate or shelter in place.”
 - Notify:
 - All departments via radio, phone, or alarm system.
 - Avoid spreading unverified information.
-

5. Assisting Guests

- Direct guests calmly to exits or safe areas.
 - Assist individuals with disabilities.
 - Do not force guests to act - provide clear guidance.
 - Keep families together when possible.
-

6. When Law Enforcement Arrives

- Remain calm and follow instructions immediately.
 - Keep hands visible (no sudden movements).
 - Do not run toward officers.
 - Provide information only when asked.
 - Understand officers' priority is to neutralize the threat.
-

7. Post-Incident Procedures

After the Threat is Neutralized

- Do not re-enter the building until cleared by authorities.
- Provide first aid if trained.
- Assist with guest accountability.

Management Duties

- Initiate crisis communication plan.
 - Support employees (e.g., counseling resources).
 - Document the incident.
-

8. Training & Preparedness

- Conduct regular drills (at least annually).
- Train staff on:
 - Emergency exits
 - Communication tools
 - De-escalation awareness
- Review and update protocol regularly.

9. Key Reminders

- Your safety comes first.
- Quick decisions save lives.
- Stay aware, stay calm, act decisively.