

Rocky Mountain College

Workplace Violence & Active Shooter Protocol

1. Purpose

Rocky Mountain College is committed to maintaining a safe and secure environment for all employees, students, and visitors. This protocol outlines prevention strategies, warning signs, reporting procedures, and response actions for workplace violence and active shooter incidents.

2. Definition of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area. Incidents may involve firearms, bladed weapons, explosives, or vehicles. Mental and physical preparation saves lives.

3. Violence Prevention & Warning Signs

Recognizing concerning behavior early can prevent escalation. Potential warning signs include:

- Increasingly erratic, unsafe, or aggressive behavior
- Hostility tied to perceived injustice
- Drug or alcohol abuse
- Withdrawal from colleagues or friends
- Declining work performance
- Dramatic personality or lifestyle changes
- Financial distress
- Pending legal issues
- Expressed grievances or statements of retribution

Report concerns immediately.

Campus Safety: **406-238-SAFE (7233)**

Online: Campus Safety → *File Incident Report*

Emergency: **911**

4. Response Protocol: RUN – HIDE – FIGHT

RUN (Evacuate)

- Leave immediately, even if others do not follow

- Put distance and barriers between you and the threat
- Leave belongings behind
- Keep hands visible
- Assist others only if safe

HIDE (Shelter in Place)

- Stay out of the shooter's view
- Lock and barricade doors
- Turn off lights
- Silence cell phones
- Remain quiet and hidden

FIGHT (Last Resort)

- Be aggressive and commit to your actions
- Work as a group if possible
- Improvise weapons
- Incapacitate the attacker

5. Calling 911

Provide:

- Location of the threat
- Number of suspects
- Description of the shooter
- Weapons observed
- Number of victims

6. When Law Enforcement Arrives

- Keep hands raised and visible
- Do not hold anything in your hands
- Follow all commands
- Avoid sudden movements

7. Additional Resources

For guidance on managing physical or verbal altercations, refer to:

- **Safety Protocol Handbook**
- **Emergency Response Plan – Appendix A**