

# MARION MILITARY INSTITUTE



**2021-2022**

**SAFETY & SECURITY**

**FIRE, ACTIVE SHOOTER/ARMED  
INTRUDER, SEVERE WEATHER**

## **Active Shooter/Armed Intruder SOP**

In the event that a cadet or outside intruder is observed with a deadly weapon or threatens others with a deadly weapon, the Office of the Commandant will be notified immediately at (334) 683-2322. The Commandant, Chief, Campus Safety and Security, or Commandant's staff will execute the following procedures:

### **Immediate Action:**

- If the shooter is in close proximity of you, take necessary actions to get out of danger area.
- Only when you are in a safe location and not at risk of death or bodily harm. Call 911 or the Marion Police Department at 334-683-9071.
- Notify the President.
- Initiate campus-wide LOCKDOWN over the Regroup notification system.
- Transmit LOCKDOWN procedures over the Regroup System
- Identify the cadet or intruder and pinpoint his or her location.
- Await instruction from law enforcement.

### **Instructors, staff, and cadets will follow LOCKDOWN procedures:**

- Follow active shooter training and decided to either Run/Hide/Fight
- Lock all doors and windows
- Move all cadets/employees away from doors and windows
- Turn off all lights
- Keep everyone quiet
- Wait for the "ALL CLEAR" from the Commandant's office, as directed by the President.

### **If in close proximity to/contact with the intruder:**

- Follow active shooter training and decided to either Run/Hide/Fight
- Do not make sudden moves that could frighten the subject
- Do not initiate communication with the subject
- Never argue with the subject
- Only the senior staff/faculty member should communicate with the subject, if communication is necessary.
- Take your time talking to the subject and keep his/her attention away from the cadets.
- If subject starts shooting, tell cadets to get down and take cover
- Physical force should not be attempted unless someone's life is in imminent danger.
- Make mental notes of as many details as possible and do not touch anything at the crime scene, except as necessary to render emergency aid.

## **Fire Response SOP**

### **Immediate Action:**

- Pull the nearest fire alarm to evacuate the building and contact the Fire Department.
- Call the Guardhouse with the location of the fire.
- If minor, attempt to extinguish the fire with the nearest extinguisher, avoiding possible injury to you and/or others.
- If the structure is involved and there is a possible danger to you or others. **DO NOT ATTEMPT TO FIGHT THE FIRE.**
- Evacuate the building.

### **The Commandant, the Chief, Campus Safety and Security, or the Commandant's staff will:**

- Notify the President.
- Confirm that 911 or the Marion Fire Department at 683-9071 has been notified
- Call for evacuation of all effected structures with specific directions over the Regroup notification system.
- Communicate further instructions to the entire campus over the Regroup notification system for all areas of the campus.

### **Instructors/TAC officers will:**

- Evacuate the cadets according to the fire escape plan for the effected building.
- Ensure that all cadets are out of the building and accounted for.
- Notify the Commandant's Office of any missing cadets.
- Keep cadets clear of the involved building, fire equipment, and fire fighters.
- Await the "ALL CLEAR" notification or further instruction by the Commandant, as approved by the President.

### **The Commandant of Cadets or the Chief, Campus Safety and Security will:**

- Coordinate with local police, fire, and emergency medical services to ensure their presence.
- Serve as the primary point of contact with first response agencies to determine their requirements.
- Coordinate with the Superintendent of Buildings and Grounds for logistic support as required.

# Severe Weather Response

## SOP

(General, for all buildings. TACs may give more barracks-specific directives in addition to this SOP).

- Daylight Hours
  - Move to the lowest floor available without going outside of the building, and get away from any windows.
  - Hallways, restrooms, or closets are the safest places. Look for multiple walls between yourself and the outside (close spaces like closets or shower stalls) and stay away from all windows.
  - Only move to these safe-spaces if we are under a tornado warning and the weather service says that the warning is for our specific area.
  
- Hours of Darkness
  - Designate a “fire guard” to stay awake and monitor the weather. Create a roster of fire guard names that will have one hour each to guard the barracks and listen for tornado warnings.
  - Ensure that the fire guard has access to a method of monitoring the weather (weather-radio, cell phone, television).
  - If a tornado warning is issued for our specific area, the fire watch should wake everyone in his or her area of responsibility and have them move to their designated safe space.
  - Once the tornado warning has expired, cadets may return to their rooms.
  - Maintain the fire guard until the national weather service says that there is no more possibility of bad weather.