UAMS Academic Affairs Policy - 1.5.1

UAMS

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs
Subject: Active Shooter Training for Academic Units
Number: 1.5.1

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BACKGROUND

The UAMS Department of Emergency Preparedness is the lead unit charged with planning and coordinating an institutional response to all types of emergency, including an active shooter emergency.

PURPOSE

UAMS is dedicated to providing information and training to its faculty, staff and students so that each group is knowledgeable in how to respond to an active shooter emergency. Academic units must be prepared to respond not only to the needs of its faculty and staff but also to students, a group that operates in a unique circumstance among UAMS stakeholders.

The purpose of this policy is to outline responsibilities of the Division of Academic Affairs, the Colleges and Graduate School (i.e., academic units) at UAMS with respect to active shooter policies and procedures; and to assure that academic unit activities are aligned with campus-level policies and plans.

POLICY

Academic units are responsible for meeting institutional training requirements, to participate in campus-wide initiatives and to plan and carry out training and awareness activities for faculty, staff and students on how to respond to campus active shooter emergencies.

The academic units will participate in and comply with approved campus policies, procedures and action plans with respect to active shooter training and emergency procedures. Current standards require that incoming students receive information on how to respond to an active shooter emergency. This may be accomplished through various methods (see Addendum).

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Managers in all academic units are required to attend active shooter training sessions that are planned and conducted by the Emergency Preparedness Committee.

Each academic unit must have a plan that outlines efforts for awareness and understanding of how to best respond to active shooter on the part of students, faculty and staff. The plans are updated every two years and submitted to the Provost's Office for review. The Provost's Office shares final plans with the UAMS Emergency Preparedness Committee as a way to coordinate efforts between emergency response officials and academic units. The plans address the following:

- Requirement to comply with campus training mandates and guidelines
- Method(s) to educate/train students, staff and faculty about UAMS active shooter policies and procedures
- Promotion of voluntary sign-up to campus emergency notification systems (Listservs, automated text systems)
- Obtaining a building threat assessment for primary education buildings and addressing areas identified that need improvement

REFERENCES

UAMS Emergency Incident Command System, Active Shooter
UAMS Administrative Guide Policy 11.3.08 Emergency procedures for Active Shooter (Code Active Shooter)

Addendum: Examples of Activities

Examples of information dissemination activities to increase awareness of students and faculty may include, but are not limited to:

- Organize unit committees to plan training and awareness activities
- Organize information sessions
- Add information and links to Web sites
- Add information and links to Facebook sites
- Add training requirements and other pertinent information in college catalogs and student handbooks
- Notify appropriate groups of campus training opportunities
- Disseminate informational emails with instructions and links to resources and training
- Feature articles in newsletters and other news forums
- Produce posters and flyers to post in high traffic areas and classrooms
- Add emergency preparedness and active shooter issues at faculty meetings
- Feature the issue at Associated Student Government and other student meetings

Examples of training activities may include, but are not limited to:

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- o Include for new students at incoming orientation
- o Post links to online training on Web site(s)
- o Distribute handouts and informational material developed by the campus level committee(s) and campus security
- o Organize general in-person training sessions for students as applicable
- o Organize training for faculty and academic personnel, who can provide leadership for students in the event of a campus event.
- o Identify personnel in programs and buildings who will play a key role in an emergency (assign roles)