



Ohio State Dental Board
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Purpose

To provide Ohio State Dental Board employees with clear, concise instructions on how to respond to an active aggressor or active threat within the Dental Board office.

Definitions

- a. **Active Aggressor**- An individual who is actively engaged in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.
- b. **Active Threat**- An active threat is defined as any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to human life. Active threats can take many forms and may or may not have the intent of killing targeted people as quickly as possible. Traditional law enforcement responses to active threats will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.
- c. **Threat Types**- Active shooter, hostage barricaded subject, sniper, suicide/human bomber, known or suspected terrorist threat (biological/chemical threat)

Policy Statement

The Dental Board recognizes that the safety of its employees, contractors, customers and other visitors in the Board is paramount. The Board will provide this policy to all current employees when it is published and when subsequent changes are made to it. New employees will receive this policy during new employee orientation. Board employees will receive video training located in ELM as well as participate in annual drills. as per State of Ohio Administrative Policy HR-42 “Response to Active Aggressor.”

Applicability

This applies to all Dental Board employees and contractors working in the Dental Board office.

Procedures

In the event of an active aggressor or active threat incident within the Dental Board office, the primary mission of the Board is to take all necessary steps to immediately contain and stop any ongoing threat to human life. This mission will be accomplished through a specific response by the first law enforcement officer(s) to arrive on the scene but there are additional things that may need to occur before, during and/or after the law enforcement response.

- A. Upon discovery of an active aggressor or active threat situation, when safe to do so, anyone may notify law enforcement (9-1-1) and Board police or security personnel, if possible. The Verne Riffe

Center has an employee announcement system and an “Active Aggressor” broadcast will be made immediately following the discovery of the threat, describing the threat and last known location of the aggressor. The Board’s Legislative and Communications Liaison will be responsible for making the announcement. The same information will be disseminated through the Board’s employee notification system (eNotify) via calls, emails, and text messages. The Board’s designated floor wardens will assist in directing employees within their office to either evacuate or shelter-in-place in the designate safe zone(s), as well as administering the eNotification. Employees should consider finding and taking with them an object that may be used to defend themselves (i.e., an improvised weapon). Employees should ensure that any member of the public (non-employee) is permitted to accompany the employee(s) to the safe zone.

When possible and appropriate, security officers, a Dental Board administrator or other persons-in-charge, or a Board designated floor warden will meet and guide responding law enforcement officers to the location of the aggressor.

When practical, occupants of surrounding buildings or facilities will also be notified as soon as possible.

During an active aggressor or active threat situation, Dental Board employees must also consider the following actions.

1. **Run** – If there is an acceptable path, attempt to evacuate the premises. Personnel should be instructed to:
 - Call 9-1-1 when safe to do so.
 - Evacuate the building and meet in front of the State house post evacuation.
 - Evacuate regardless of whether others agree to follow or remain.
 - Leave belongings behind.
 - Help others escape if possible.
 - Alert individuals who are entering an area where the active aggressor may be.
 - Keep hands visible for responding officers.
 - Follow instructions of any law enforcement officer.
 - Do not attempt to move wounded people.

If evacuation is not possible, proceed immediately to the area designated as a “shelter” and contact 9-1-1. Provide the following information to the 9-1-1 operator:

- Location and description of the offender. Provide as detailed information as possible (e.g., race, gender, hair color, build, tattoos, clothing, etc.) and the last known location of the aggressor.
 - Number of attackers and weapons (e.g., rifles, handguns, knives, explosives, etc.).
 - Location and condition of victim(s).
2. **Hide** - Remain in place until contacted by law enforcement or circumstances dictate otherwise.
 - If practical, allow any non-employees access to the safe zone.

- Your hiding place should be out of the active aggressor's view. Provide protection if gun shots are fired in your direction (e.g., locating into a restroom or office and locking the door, staying as low as possible and remaining quiet and still) and not trapping or restricting yourself from movement.
- Lock the door, if possible, and have a person, such as the Section Warden, designated to ensure the door is locked once everyone is in the safe zone.
- Block the doorway with heavy furniture if available.
- Silence your cell phone.
- Turn off any source of noise (e.g., radio, music player, etc.).
- Hide behind large items (e.g., cabinets, desks, doors, etc.).
- Remain quiet.
- Remain in place and stay hidden until you have determined that it is safe. If someone approaches the door and identifies themselves as a law enforcement officer, do not be tricked into talking back. Remain silent until you are able to confirm the authenticity of the claim.

3. **Fight** – Take action against the aggressor. As a last resort, and only when your life is in imminent danger, attempt to do the following:

- Disrupt and/or incapacitate the active aggressor by acting as aggressively as possible against him/her.
- Use improvised weapons.
- Scream/yell.
- Commit to your actions and follow through.

4. **When evacuation and hiding are not possible, do the following:**

- Remain calm.
- If possible, call 9-1-1 and alert law enforcement of the aggressor's location.
- If you are unable to speak, leave the line open and allow the dispatcher to listen.
- Mute your phone to prevent alerting the aggressor.

B. **Law Enforcement Response:** The goal of law enforcement is to locate, isolate and neutralize the aggressor as quickly as possible to prevent additional injuries or fatalities. In doing so, employees should anticipate that officers will arrive in force and will be armed with rifles, shotguns and handguns and could be wearing exterior body armor. Officers should be displaying some portion of the uniform or tactical gear identifying them as law enforcement officers.

Initially, the site of a violent incident will be secured as a crime scene. The first wave of officers will not stop to assist persons in need. A later group of officers and/or other emergency personnel will provide treatment and assistance.

C. **Reaction to Law Enforcement:** When law enforcement is present, it is important to:

1. Remain calm and follow instructions from officers.
2. Put down any items in your hands and raise your arms high.
3. Keep hands visible at all times and avoid sudden movements toward officers.

4. Avoid screaming, yelling or shouting.
 5. If asked questions by the officer, provide the information.
 6. Do not stop officers to ask questions; just follow their directions.
 7. Do not leave the scene until instructed to do so except as provided in section A. above.
- D. **"All-Clear" Issued:** The "all clear" announcement will be made when the situation has been contained and the scene is declared safe by law enforcement officials.
- E. **Employer Response:** The health and well-being of Dental Board employees, contractors and customers is the priority. As soon as possible after law enforcement has relinquished command and control of the scene, Board senior management, in conjunction with the facility administrator, the Board's human resources office and/or the Ohio Department of Administrative Services (DAS), will develop information strategies to address questions related to the event from employees and their families.
1. Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Only those Dental Board staff authorized to speak on behalf of the Board or facility shall interact with the media. The Dental Board Office of Communications will work with DAS to coordinate media responses.
 2. When an incident occurs, it will be important to bring in trained crisis response professionals to provide any necessary physical, emotional and psychological support as soon as possible. The Board's Office of Human Resources (Central Services Agency or CSA) and Designated Floor Warden will coordinate the identification of and communication with Ohio Employee Assistance Program (OEAP) and other trained crisis response professionals and coordinate follow-up.
- F. Employees with questions about this policy should direct them to CSA and/or Designated Floor Warden



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Harry Kamdar, M.B.A., Executive Director

Date