



Wiskerchen Cheese Inc. SOP

Title: Armed Intruder

2.075

Issue Date: 4/11/2018	Written By: Danette Jepsen	Approved By: John Wiskerchen	Revision # 1	Revision Date: 6/28/2022	Revised By: Tom Wiskerchen	Supersedes: 6/26/2019	Page 1 of 3
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Purpose:

To outline steps to be taken regarding an armed intruder in the workplace.

Scope:

An armed intruder or armed assault may involve one or more individual's intent on causing physical harm to employees or the facility by use of firearms or other deadly weapons such as a knife, bomb or other harmful devices.

Armed intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because armed intruder situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an armed intruder situation

Procedure:

1. Try to remain calm.
2. Anyone who sees an armed intruder should announce over the paging system "armed intruder" and a location to warn all employees in the building.
 - **To use the paging system – press page, wait for the beep, speak into the receiver and end the call.**
3. Call 911 if possible give the following information
 - Do not risk giving up any hiding places by making this call – Only do so when it is safe to do so.
 - Location of the armed intruder
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location
4. Wait for any guidance from identifiable law enforcement personnel.
 - Remain calm, and follow officers' instructions
 - Put down any items in your hands (i.e., bags, jackets)
 - Immediately raise hands and spread fingers
 - Keep hands visible at all times
 - Avoid making quick movements toward officers such as holding on to them for safety
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help or direction when evacuating
5. Run- If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person.
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the armed intruder may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people



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- Call 911 when you are safe
- When safely out of harms way go to one of these 3 designated meeting areas.
 - ❖ The first house north on north road.
 - ❖ The first house south on north road.
 - ❖ The Store gas station. Remain at the location until you are instructed to leave and are accounted for. If you end up at another location and are safe you will have 2 hours to report to any of the management team at Wiskerchen Cheese.
 - Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so
- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

6. Hiding – Remain Calm and block all doors and windows with anything in the room you can find. Hide and stay hidden until you can make contact with emergency personnel and are given the ok. Silent all cell phones.

Your hiding place should:

- Be out of the armed intruder's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an armed intruder from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the armed intruder is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

7. Fight- Your last option. If you are caught in the open and are in close proximity of the intruder, is to fight back. This is dangerous and not recommended, but depending on your situation this could be your only option. Do anything you can in an attempt to disable or slow down the aggressor.

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your action



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8. Playing Dead – If the intruder is causing death or injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.

Training:

1. **Drills will be held once per year.** Location of the armed intruder is pre-determined, and will involve the following procedures: hiding and barricading in the rooms; getting out of the building safely and hiding; and making a correct analysis to hide or run, depending on where the armed intruder is located. Everyone will stay in place until an “all clear” directive is given.
2. The most effective way to train your staff to respond to an armed intruder situation is to conduct mock armed intruder training exercises. Local law enforcement is an excellent resource in designing training exercises.
 - Recognizing the sound of gunshots
 - Reacting quickly when gunshots are heard and/or when a shooting is witnessed: -Run- Hide- Fight the shooter as a last resort
 - Calling 911
 - Reacting when law enforcement arrives
 - Adopting the survival mind set during times of crisis