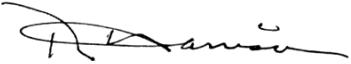


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Response to Active Shooters		
NUMBER	1102.19	EFFECTIVE DATE	February 15, 2011
Scheduled Review Date	March 25, 2016	ISSUE DATE	February 15, 2011
Date Reviewed	January 15, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. This policy address the Texarkana Police Department’s coordinated response plan to incidents involving active shooter incidents.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to generate, manage and coordinate a set of established guidelines that define the manner in which members of the Agency respond to active shooter incidents. These guidelines will enable the Agency to provide a coordinated and immediate response to a reported active shooter incident within the Texarkana, Arkansas School District (TASD) as well as provide for immediate notification of necessary resources.
- B. In order to provide a timely, coordinated response to an active shooter incident with the Texarkana, Arkansas School System, the Texarkana, Arkansas Police Department hereby adopts the following guidelines and procedures. While the intent of this policy is designed to provide responding officers a general guideline, no policy can take into account all potential areas of concern, and this policy should be used as a guide during a response to such an incident.
- C. All members of the Texarkana Police Department shall recognize and adhere to the guidelines and procedures set forth within this policy.

III. Definitions

- A. **Active Shooter** — An Active Shooter is defined as one or more persons who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder rather than other criminal conduct such as robbery.

IV. Procedures

- A. The Texarkana, Arkansas Police Department shall provide to all commissioned officers, training in the appropriate response to active shooter incidents.
- B. The Texarkana, Arkansas Police Department shall produce, and duplicate for all agency fleet vehicles, a manual that includes the following:
 - 1. Line Drawings of all Texarkana, Arkansas School District Structures;

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2. A copy of the agency's procedural statement regarding the response to an active shooter incident;
 3. A quick reference telephone contact sheet for necessary resources; and
 4. Staging area maps for each campus.
- C. The Services Division Commander shall be responsible to annually update the manual by contacting a representative of the Texarkana, Arkansas School District and obtaining any structural or layout changes to the School District's buildings as well as inquiring into any school district policy modifications.
- D. All commissioned officers of the Texarkana Police Department will periodically review this policy and will familiarize themselves with the physical layout of each campus within the Texarkana, Arkansas School District. During the daily inspection of their assigned unit, officers will ensure an active shooter manual is maintained within the unit.

E. Coordinated Response Plan

1. In order to reduce the magnitude of an active shooter incident within the Texarkana, Arkansas School District, when an officer receives a call regarding an active shooter incident at a school campus, all available units will immediately respond to the area.
2. The primary responding unit (closest available unit) will identify the target area and will designate an entry point. If a School Resource Officer (SRO) is on scene, the SRO will designate the entry point and provide information to other responding units as it becomes available.
3. Upon arrival of two or three units, the officers will form an immediate entry team utilizing the equipment that is immediately available to them. Although not inclusive, the following is a list of the following equipment which should immediately be available to responding officers:
 - a. Handgun;
 - b. Shotgun;
 - c. Assault Rifle;
 - d. SMG;
 - e. Soft Body Armor;
 - f. Tactical Body Armor;
 - g. Flashlight; and
 - h. Radio.
4. The team will immediately notify dispatch and/or the shift supervisor of the number of officers making entry and the location of the entry. If necessary, officers will make a forced entry if the entry site is locked.
5. The entry team will immediately conduct rapid hallway and room clearing drills—in accordance with the training they have received during active shooter scenarios—moving toward the area of the perceived threat.
6. As the team moves, the team should attempt to transmit dynamic intelligence to dispatch, supervisors and other responding units. If the threat of Improvised Explosive Devices (IED) is

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present, officers should avoid the use of radios and cellular in the area of the IED due to the potential for detonation.

7. The entry team should bypass injured persons during the initial sweep and continue working to contain the active shooter(s). If located, officers should utilize that force necessary to affect the arrest of the suspect(s) and eliminate the threat to the students, faculty and officers.
8. Should the situation transition from an active shooter situation to that of a barricaded suspect or hostage situation—**with no shots being fired and no loss of life occurring**—the officers should establish a tight inner perimeter that contains the threat to a specified area and notify dispatch or supervisors so additional resources can be obtained.
 - a. Such a transition would place SWAT and the Hostage Negotiation Team in control of the incident. **Should the active shooter situation resume, the inner perimeter officers should make immediate entry by resuming the active shooter room clearing protocol.**
9. Secondary responding officers should form additional immediate action teams, and make entry into the campus facilities until such time as the building(s) / campus has been swept.
10. Immediately following the initial sweep, teams should be positioned inside the facility to assist in the evacuation of all non-police personnel, injured and non-injured alike.
11. During the response phase of the incident, the Incident Commander should begin determining if the situation is of a scope and magnitude to warrant the activation of the Incident Command System. The Incident Commander shall retain command authority of the incident until relieved by higher authority. For more information surrounding this system, refer to [General Order 1102.31---Incident Command System.](#)
 - a. The Incident Commander—traditionally the Uniform Patrol Division Shift Commander—should establish the Incident Command Post at the point designated by the applicable campus plan. The Shift Commander shall maintain command authority until relieved by the SWAT Commander or the Uniform Patrol Division Commander. When available, members of the Special Operation Unit should transport the mobile command post to the area identified by the Incident Commander.
 - (1) If the Shift Commander is part of the Immediate Entry Team, the shift sergeant or senior officer available should establish the Incident Command Post at the designated location for coordination purposes until relieved by higher authority.
 - b. A member of the Department’s administration staff—Services Division or Criminal Investigation Division—should immediately transport the Peacekeeper to the location of the incident as directed by the Incident Commander. Under the direction of the Incident Commander, the Communications Center shall be responsible to notify SWAT of the incident and issue a recall of their personnel.
 - c. The Incident Commander should ensure the secondary responding officers position themselves at the various staging and evacuation areas. When deemed appropriate, the Incident Commander should begin the process of establishing communication with various logistical support staff—which includes the Office of Emergency Management Coordinator (OEM)—to ensure that applicable streets are blocked and the chosen ingress and egress routes remain viable.
 - (1) Members of the City of Texarkana, Arkansas / Texarkana, Texas Public Works and Street Departments will assist in blocking streets to create thoroughfares for EMS / Fire / Law Enforcement.

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- (2) The OEM coordinator will work with logistical support agencies such as the Red Cross and the Salvation Army consisting of long term support and crisis intervention teams. If immediately available, the OEM coordinator will also serve as the primary logistical resource notification party who shall be responsible for obtaining all necessary resources.
 - d. The Incident Commander or his/her designee shall ensure the Communications Center remains aware of any changes in the staging areas and any other modifications or significant changes in the operation.
 - e. If the OEM Coordinator is not available, the Incident Commander or his/her designee will ensure the Communications Center makes the necessary notifications to all necessary resources while making certain the applicable staging area respective to the applicable campus has been formulated and staffed.
 - f. The Communications Center will also immediately notify Wadley Regional Medical Center and Christus Saint Michael of the incident. The Communications Center shall ensure the Incident Commander remains aware of the status of all additional resources as they are contacted.
 - g. Following the initial protective sweep—and at a point within the operation deemed appropriate by the Incident Commander or his/her designee—an agency supervisor will be instructed to establish an EMS protective detail. This security detail will facilitate EMS personnel’s ability to access injured persons for immediate medical treatment, effective extraction to a designated triage area or for transport to the appropriate medical facility. EMS personnel will be provided ballistic vests and helmets maintained on the Special Operations Equipment Trailer prior to their entry into the campus complex.
 - h. The Incident Commander, or his/her designee, should assign an appropriate number of responding police units to report to all designated staging areas to provide site security. Those staging areas include the following:
 - (1) Student evacuation/staging area;
 - (2) Family staging area;
 - (3) EMS triage area;
 - (4) Incident Command Post;
 - (5) EMS / Fire Department staging area;
 - (6) Media staging area; and
 - (7) The traffic posts that affect all routes of ingress and egress within the area of operation.
12. Officers should utilize the evacuation plans that correspond to the respective campus contained with this policy. Additional responding units—responding under the instruction of the Incident Commander or his/her designee—should begin establishing the various staging areas corresponding to the respective campus contained within this policy.
- a. The Department’s PIO or his/her designee will immediately contact all area media outlets and issue a request for family members to respond to the designated family staging areas corresponding to the staging plan unique to the affected campus. The Department’s PIO will also designate the media staging area and will coordinate all releases of information with the TASD PIO. For additional information regarding the PIO and media releases, refer to [General Order 1102.15---Public Information and Media Relations.](#)

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- b. Officers at the Student Evacuation Staging Area will coordinate with TASD officials in separating faculty and students into appropriate grades and/or classes in order to check rosters maintained by school officials.
- c. Officers will immediately identify potential witnesses and record the information needed to facilitate subsequent interviews by members of the Criminal Investigation Division. In the event of an ongoing incident—or should the suspect remain at large—all witnesses should be detained for immediate debriefings. Information obtained from witnesses deemed vital to the operation shall immediately be relayed to the Incident Commander.
- d. Once potential witnesses have been identified and documented, and the school’s rosters are in order, officers will assist TASD personnel in the release of students to parents or guardians in an orderly manner. Those students in need of immediate medical treatment or psychological counseling should be directed to the attention of a school counselor.
- e. Inclimate Weather Student Assembly Area
 - (1) In the event of severe weather, and once the students have been assembled in the applicable staging area, student transports to the Fairgrounds Entertainment Center will be arranged. Transport will be made by TASD school buses and/or TUTD operated buses.

13. As the campus is evacuated, members of the Department, the Texarkana Metro-SWAT Team and members from other responding law enforcement agencies will form search teams to conduct a detailed, thorough and systematic search of all campus facilities.

14. Following the resolution of the active shooter incident, the Commander of the Criminal Investigation Division will assume command of the scene for the purposes of conducting a criminal investigation surrounding the incident.

15. Active Shooter Protocol Checklist

- a. Upon notification of an active shooter incident located at a school within Texarkana, Arkansas, the Communications Center shall open the Active Shooter Procedural Manual and begin referring to the applicable campus plan. The Communications Center shall immediately begin making notifications to appropriate resources pursuant to the checklist contained within this policy. A copy of this checklist is included in Section VI of this policy.
 - (1) Law enforcement personnel should be advised of staging areas, and the medical facilities should be advised of the incident for activation of their in-house emergency plans;
 - (2) EMS personnel should be advised of the incident in the event additional transport units are required;
 - (3) TUTD should be advised that their busses may be required to move students from the Student Assembly Area;
 - (4) The fairgrounds should be advised that students may be transported to their facility; and
 - (5) Public Works should be asked to provide barricades in accordance with the applicable campus plan.
- b. In conjunction with the Incident Commander, the Communications Center shall centralize all communications by informing all responding personnel to switch to the appropriately selected channel.
 - (1) For more information surrounding radio communications during critical incident management, refer to [General Order 1109.03---Radio Communications.](#)

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V. Campus Plans

A. Arkansas High School

1. Student Evacuation Area

- a. Upon evacuation of students and staff of Arkansas High School, students and staff should be directed to the **Razorback Stadium located on East 18th Street**.
- b. Gate access into the complex should be controlled by law enforcement. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation is stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging area

- a. **Home parking lot located at the Razorback Stadium on East 18th Street**—Upon notification of an active shooter situation at Arkansas High School, Fire Department, EMS and non-assigned police units should stage in the Home Parking Lot of Razorback Stadium. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Hardy House Parking Lot located on East 18th Street**—Upon notification of an active shooter situation at Arkansas High School, the Incident Command Post should be established in the parking lot of the Hardy House athletic area, which is located on the East 18th Street side of the campus. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Farmer’s Market located at the intersection of East 9th and Jefferson Avenue**—Upon notification of an active shooter situation at Arkansas High, all media personnel should be directed to the parking lot of the Farmer’s Market located at the intersection of East 9th Street and Jefferson Avenue. The Department’s PIO and school district’s PIO will meet with media at that location to provide information and briefings. Members of the media should not be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **East 18th Street from Jefferson Avenue to State Line Avenue and East 12th Street from Jefferson Avenue to North State Line Avenue**—EMS traffic transporting injured persons should be directed West on East 12th Street or East 18th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 12th Street and East 18th Street for EMS units.
- b. Public Works should be prepared to place barricades along the evacuation route at all intersections located between Jefferson Avenue and North State Line on East 12th Street and East 18th Street. Other locations for barricades include all intersections located between East 12th Street and Highway 67, East 18th Street and Highway 67, East 9th & Jefferson and East 18th Street and Jefferson Avenue.

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B. Beech Street Baptist Church School

1. Student Evacuation Area

- a. **Methodist Church parking lot located at the intersection of East 6th and Ash Street**—Upon evacuation of students and staff of Beech Street Baptist Church School, students and staff should be directed to East 6th Street and ushered to the Methodist Church parking lot.
- b. Access into the lot and subsequent church facilities should be controlled by law enforcement. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to the school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation is stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Presbyterian Church parking lot located at the intersection of East 6th and Pecan Street**—Upon notification of an active shooter situation at Beech Street Baptist Church School, Fire Department, EMS personnel and non-assigned police units should stage in the parking area of the Presbyterian Church located at East 6th and Pecan Street. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Beech Street Baptist Church Administration Building located at the intersection of East 6th Street and Beech Street**—Upon notification of an active shooter situation at the Beech Street Baptist Church School, the Incident Command Post should be established in the parking lot of the Beech Street Baptist Church Administration building located at the intersection of East 6th & Beech Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Saint Edwards Church located at East 4th and Ash Street**—Upon notification of an active shooter situation at the Beech Street Baptist Church School, all media personnel should be directed to the parking lot of the Saint Edwards Church located at the intersection of East 4th and Ash Street. The Department PIO and a Beech Street School PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **Beech Street to MLK westbound to Pine Street**—EMS traffic transporting injured persons should be directed North on Beech Street to MLK Boulevard. Units should travel west on MLK Boulevard to Pine Street and then north on Pine Street to Wadley Hospital.
- b. Secondary responding units should be prepared to block major intersections along Beech Street, MLK Boulevard and Pine Street. Public Works should be prepared to block intersections along Hickory Street, East 3rd Street, Laurel Street and East 7th Street surrounding Beech Street Baptist Church.

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C. College Hill Elementary School

1. Student Evacuation Area

- a. **City maintenance barn located at 2600 Dudley Avenue**—Upon evacuation of students and staff of College Hill Elementary School, students and staff should be directed to the Texarkana City Maintenance Barn at 2600 Dudley Avenue. Students and staff should be directed to the portion of the parking lot at the city maintenance barn that is surrounded by a fence. If possible, students and Staff should be directed to travel north on Artesian Street to gain access to the city maintenance barn. Gate access into the parking lot should be controlled by law enforcement.
- b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Business parking lot located at the intersection of Division and Artesian Street**—Upon notification of an active shooter situation at College Hill Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the business parking lot at the intersection of Division and Artesian Street. There are at least (3) small businesses at this location which would provide for adequate parking and assembly. Units should respond from either direction of Division for access to the staging area. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Business parking lot located at Dudley and Artesian Street**—Upon notification of an active shooter situation at College Hill Elementary School, the Incident Command Post should be established on the parking lot located at Dudley & Artesian Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Parking lot located at Orleans and Pearl Street**—Upon notification of an active shooter situation at College Hill Elementary School, all media personnel should be directed to the parking lot at the intersection of Orleans and Pearl Street. The Department PIO and the T ASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. Evacuation Route

- a. **Artesian Street to Dudley Street**—EMS traffic transporting injured persons should be directed north on Artesian Street to Dudley Street. Secondary responding units should be prepared to block major intersections along Dudley Street to East Street. Public Works should be prepared to place barricades along the evacuation route at the intersections located between Dudley Street and East Street.

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D. College Hill Middle School

1. Student Evacuation Area

- a. **Texarkana Country Club (accessed through the gate)**—Upon evacuation of students and staff of College Hill Middle School, students and staff should be directed to the Texarkana Country Club through the main gate located just east of the campus on Forrest Avenue. Students and staff should be directed toward the club house area. Gate access into the complex should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **The intersection of Mangan and Slimer Street**—Upon notification of an active shooter situation at College Hill Middle School, Fire Department, EMS personnel and non-assigned police units should stage on Mangan Street just south of Forrest Avenue. Units should pull enter the staging area onto Mangan from Forrest Avenue and exit from Slimer Street onto Forrest Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Texarkana Country Club (accessed through the gate)**—Upon notification of an active shooter situation at College Hill Middle School, the Incident Command Post should be established inside the gate at the Texarkana Country Club. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Basketball court area located at Bramble Park**—Upon notification of an active shooter situation at College Hill Middle School, all media personnel should be directed to the parking lot of the Bramble Park basketball area on Ferguson Street. The Department PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **Forrest Avenue to East Street, north to East 9th Street and then to MLK Boulevard towards North State Line Avenue**—EMS traffic transporting injured persons should be directed west on Forrest Avenue to East Street. Units should travel north on East Street, then west onto to East 9th Street to MLK Boulevard and then west towards North State Line Avenue. Secondary responding units should be prepared to block major intersections along East Street, East 9th Street and MLK Boulevard for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections between Cleveland and Martha Street along Forrest Avenue.

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E. Fairview Elementary School

1. Student Evacuation Area

- a. **Parking lot of the Bethel Baptist Church located at the intersection of East 16th and Grand Avenue**—Upon evacuation of students and staff of Fairview Elementary School, students and staff should be directed to the parking lot of the Bethel Baptist Church. Students and staff should be directed to travel east on East 16th Street to the church parking lot. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department EMS Staging Area

- a. **Arkansas High School parking lot located in the 1500 block of Jefferson Avenue**—Upon notification of an active shooter situation at Fairview Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the Arkansas High School parking lot located in the 1500 block of Jefferson Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **The parking lot located at the intersection of Grand Avenue and East 15th Street**—Upon notification of an active shooter situation at Fairview Elementary School, the Incident Command Post should be established on the parking lot located at the intersection of Grand Avenue and East 15th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Parking lot located at the intersection of East 12th and County Avenue**—Upon notification of an active shooter situation at Fairview Elementary School, all media personnel should be directed to the parking lot located at the intersection of East 12th and County Avenue. The Department PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **East 16th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East 16th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 16th Street to North State Line Avenue. Public Works should be prepared to place barricades along the evacuation route at intersections between East 16th Street and North State Line Avenue.

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F. Kilpatrick Elementary School

1. Student Evacuation Area

- a. **Weber Place (East 34th & Garland Avenue in the circle drive)**—Upon evacuation of students and staff of Kilpatrick Elementary School, students and staff should be directed to the circle drive at Weber Place. Students and staff should be directed to travel south on Garland Street to Weber Place. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Parking lot of West Communication located in the 3400 block of Jefferson Avenue**—Upon notification of an active shooter situation at Kilpatrick Elementary School, Fire Department, EMS personnel and non-assigned police units should stage on the parking lot of West Communications located in the 3400 block of Jefferson. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Parking lot located in the 1200 block of East 35th Street**—Upon notification of an active shooter situation at Kilpatrick Elementary School, the command post should be established in the parking lot located in the 1200 block of East 35th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Car wash parking lot located in the 3500 block of Jefferson Avenue**—Upon notification of an active shooter situation at Kilpatrick Elementary School, all media personnel should be directed to the parking lot of the car wash in the 3500 block of Jefferson Avenue. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **East 35th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East 35th Street to North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 35th Street for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections between Garland Avenue and North State Line Avenue.

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G. North Heights Junior High School

1. Student Evacuation Area

- a. **Ed Worrell Memorial Park baseball field complex (main baseball field)**—Upon evacuation of students and staff of North Heights Junior High School, students and staff should be directed to cross the field in a southwesterly direction away from the campus toward the Ed Worrell Baseball Complex. Students and staff should be directed to assemble inside the main baseball field.
- b. Gate access into the complex should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **North parking lot located at Ed Worrell Memorial Park**—Upon notification of an active shooter situation at North Heights Junior High, Fire Department, EMS personnel and non-assigned police units should stage in the north Parking lot located at Ed Worrell Memorial Park. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Parking lot of Central Baptist Church located at 2117 East 35th Street**—Upon notification of an active shooter situation at North Heights Junior High, the Incident Command Post should be established in the parking lot of the Central Baptist Church located directly across from the school at 2117 East 35th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Knights of Columbus facility located at the intersection of East 35th Street and Sanderson Lane**—Upon notification of an active shooter situation at North Heights Junior High, all media personnel should be directed to the Knights of Columbus facility located at the intersection of East 35th Street and Sanderson Lane. The TAPD PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **West on East 35th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East 35th Street toward North State Line Avenue. Secondary responding units should be prepared to block major intersections along East 35th Street for EMS units. Public Works should be prepared to place barricades along the evacuation route at intersections located Sanderson Lane and North State Line Avenue along the East 35th Street route.

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H. Trice Elementary School

1. Student Evacuation Area

- a. **Timberline Drive (located just south of the Trice Campus)**—Upon evacuation of students and staff of Trice Elementary School, students and staff should be directed to Timberline Drive, which is located directly to the south of the Trice Campus. Students and staff should be directed to assemble along Timberline Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel.
- b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Parking lot located at the Beacon Point Apartment complex**—Upon notification of an active shooter situation at Trice Elementary School, Fire department, EMS personnel and non-assigned police units should stage in the north parking lot located at the Beacon Point Apartment complex near its intersection with East 42nd Street. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **East side of Pinson Drive south of Timberline Drive**—Upon notification of an active shooter situation at Trice Elementary School, the Incident Command Post should be established on the east side of Pinson Drive just south of Timberline Drive in a large residential yard. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard**—Upon notification of an active shooter situation at Trice Elementary School, all media personnel should be directed to the parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **Pinson Drive, Arkansas Boulevard and North State Line Avenue**—EMS traffic transporting injured persons should be directed south on Pinson Drive to Arkansas Boulevard. Units will then travel west on Arkansas Boulevard to North State Line Avenue. Secondary responding units should be prepared to block major intersections along Arkansas Boulevard and Pinson Drive. Public Works should be prepared to place barricades along the evacuation route at intersections between Sanderson Lane and North State Line Avenue along Arkansas Boulevard and from East 50th Street to Arkansas Boulevard along Pinson Drive.

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I. Trinity Christian School

1. Student Evacuation Area

- a. **Trinity Heights subdivision (just west of the campus)**—Upon evacuation of students and staff of Trinity Christian School, students and staff should be directed to the Trinity Heights Drive subdivision located just west of the campus. Students and staff should be directed to assemble along Trinity Heights Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel. School staff, assisted by law enforcement should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Texarkana Arkansas Fire Station located at the intersection of Trinity Boulevard and Sanderson Lane**—Upon notification of an active shooter situation at Trinity Christian School, Fire Department, EMS personnel and non-assigned police units should stage in the parking lot of the Texarkana, Arkansas Fire Station located at the intersection of Trinity Boulevard and Sanderson Lane. As resources are needed, they will respond from the staging area. Additional unassigned units may stage on East 58th Street in the large parking area east of loop 245 behind the Road Runner Convenience Store.

3. Incident Command Post

- a. **Phillips 66 Convenience Store located in the 5700 block of Loop 245**—Upon notification of an active shooter situation at Trinity Christian School, the Incident Command Post should be established on the back parking lot of the Phillips 66 Convenience Store located in the 5700 block of Loop 245. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Camp I 30 Truck Stop located on East 54th Street just west of Loop 245**—Upon notification of an active shooter situation at Trinity Christian School, all media personnel should be directed to the parking lot of the Camp I-30 truck stop located on East 54th Street just west of Loop 245. The Department's PIO and the PIO for Trinity Christian School will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **Loop 245 to Interstate 30**—EMS traffic transporting injured persons should be directed South onto Loop 245 to westbound Interstate 30. Units will travel west on Interstate 30 for transport to Saint Michael's Hospital. Secondary responding units should be prepared to block major intersections along at Trinity Boulevard from Jefferson Avenue to Loop 245 and on Loop 245 from Sugar Hill Road to the Interstate 30 interchange. Public Works should be prepared to place barricades along the above listed intersections.

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J. Veritas Christian School

2. Student Evacuation Area

- a. **Timberline Drive (located just south of the Trice Campus)**—Upon evacuation of students and staff of Veritas Christian School, students and staff should be directed to Timberline Drive, which can be accessed by traveling south on Pinson and is located directly to the south of the Trice Campus. Students and staff should be directed to assemble along Timberline Drive and remain within the roadway. Street access into the area should be controlled by law enforcement personnel.
- b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- b. **Parking lot located at the Beacon Point Apartment complex**—Upon notification of an active shooter situation at Veritas Christian School, Fire Department, EMS personnel and non-assigned police units should stage in the north parking lot located at the Beacon Point Apartment complex near its intersection with East 42nd Street. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Rear parking lot of the Faith Assembly of God Church located at 2001 Arkansas Boulevard**—Upon notification of an active shooter situation at Veritas Christian School, the Incident Command Post should be established on the rear parking lot of the Faith Assembly of God Church located at 2001 Arkansas Boulevard. When applicable, the mobile command post should be transported to that location.

6. Media Staging Area

- a. **Parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard**—Upon notification of an active shooter situation at Veritas Christian School, all media personnel should be directed to the parking lot of the Ole Feed House Restaurant located at 1514 Arkansas Boulevard. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

7. EMS Evacuation Route

- a. **East 50th Street to Jefferson Avenue**—EMS traffic transporting injured persons should be directed west on East 50th Street to Jefferson Avenue. For EMS units traveling to Wadley Regional Medical Center, units will travel south on Jefferson to Arkansas Boulevard and then west on Arkansas Boulevard to North State Line Avenue. For EMS units traveling to Christus Saint Michael, units will travel north on Jefferson Avenue onto Interstate 30. Secondary responding units should be prepared to block major intersections along Jefferson Avenue and Arkansas Boulevard. Public Works should be prepared to place barricades along the evacuation route as deemed appropriate.

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K. Union Elementary School

1. Student Evacuation Area

- a. **Union Village Plaza (playground area)**—Upon evacuation of students and staff of Union Elementary School, students and staff should be directed to Euclid Street where they will proceed to the playground area located at Union Village Plaza. Access into the playground area should be controlled by law enforcement personnel. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Shriners building located on Lineferry Road just north of Miller Street**—Upon notification of an active shooter situation at Union Elementary School, Fire Department, EMS personnel and non-assigned police units should stage in the parking area of the Shriners building located between Euclid and Miller Street on Lineferry Road. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Parking lot of Arabella Heights Baptist Church located on Lineferry Road**—Upon notification of an active shooter situation at Union Elementary School, the Incident Command Post should be established in the parking lot of the Arabella Heights Baptist Church located at the intersection of Maywood and Lineferry Road.. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Parking lot located at the South Haven Golf Course**—Upon notification of an active shooter situation at Union Elementary School, all media personnel should be directed to the South Haven Golf Course Clubhouse parking lot located just south of Miller Street on Lineferry Road. The Department's PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **Euclid Street, South Stateline Avenue, West 3rd Street, Texas Boulevard to Wadley Hospital**—EMS traffic transporting injured persons should be directed west on Euclid Street to South State Line Avenue. The route will continue over the overpass, right onto West 3rd Street and left onto Texas Boulevard to Wadley Hospital. Secondary responding units should be prepared to block major intersections along South State Line from Euclid to West 3rd Street. Public Works should be prepared to place barricades along the evacuation route at intersections between East Street and South State Line Avenue on Euclid Street as well as on Lineferry Road from Slimer to Miller Street.

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L. W.T. Daniels School

1. Student Evacuation Area

- a. **Jones Funeral Home located at the intersection of East 9th and Laurel Street (vacant lot)**—Upon evacuation of students and staff of W.T. Daniels School, students and staff should be directed to the vacant lot on the north side of Jones Funeral Home. Students and staff should travel south on Laurel Street to the vacant lot.
- b. School staff—assisted by law enforcement personnel—should separate the students by grade and classroom for a roster check. Once the situation has stabilized, students will be released to school district staff for transport to their residence or released to a parent / guardian. Until the roster check is completed, witnesses identified, and the situation has been stabilized, no student or staff member should leave the assembly area.

2. Police, Fire Department and EMS Staging Area

- a. **Business parking lot located at east 10th and North State Line Avenue**—Upon notification of an active shooter situation at W.T. Daniels School, Fire Department, EMS personnel and non-assigned police units should stage on the business parking lot located at East 10th Street and North State Line Avenue. As resources are needed, they will respond from the staging area.

3. Incident Command Post

- a. **Twin City Marble, located at 333 East 9th Street**—Upon notification of an active shooter situation at W. T. Daniels School, the Incident Command Post should be established on the parking lot of Twin City Marble located at 333 East 9th Street. When applicable, the mobile command post should be transported to that location.

4. Media Staging Area

- a. **Business parking lot located at East 9th and North Stateline Avenue (east side)**—Upon notification of an active shooter situation at W. T. Daniels School, all media personnel should be directed to the parking lot located at East 9th Street and North State Line Avenue on the east side of the business. The Department’s PIO and the TASD PIO will meet with media at that location to provide information and briefings. No members of the media should be allowed near the other staging areas or the student assembly area. Media should not be allowed to interfere (block traffic) near the staging areas or the school.

5. EMS Evacuation Route

- a. **East Short 10th Street to North State Line Avenue**—EMS traffic transporting injured persons should be directed west on East Short 10th Street to North State Line Avenue. Secondary responding units should be prepared to assist with traffic at the intersection of East Short 10th Street and North State Line Avenue Stateline.

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VI. Forms

A. Active Shooter Protocol Checklist

	ACTION	TIME	DISPATCHER MAKING NOTIFICATION
1	SWAT Recall		
2	Patrol Commander Notification		
3	CID Commander Notification		
4	Services Commander Notification		
5	OEM Coordinator Notification		
6	Life Net / EMS Notification		
7	Wadely Regional Medical Center Notification		
8	Christus Saint Michael Notification		
9	Public Works Notification (Arkansas)		
10	TUTD Notification		
11	Fairgrounds Office (if applicable)		