

Temple College Department of Public Safety

Active Threat Annex



October 2025

Section 1 – Purpose and Scope

This annex is designated as “Active Threat Response” of the Temple College Department of Public Safety (TCDPS) Emergency Response Plan. It outlines additional operational concepts and procedures specific to active threats impacting, or having potential impact to TCDPS and its various campuses. This annex establishes the policies and procedures under which the Temple College Department of Public Safety (TCDPS) will operate in the event of an Active Threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

This annex is designed to be flexible in its application based upon the severity of the Active Threat, impact potential, and initial emergency response. Additionally, specific law enforcement responses shall always be dictated by agency policy, a bias towards swift action, and adaption to changes in the incident’s “threat picture” or threat analysis.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 Campus Specific Hazard Risk

TCDPS identifies the following active threats as high priority.

Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Vehicular Assault

Temple College Campus Active Threat

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

2.3 Hazard Preparedness and Warning

TCDPS acknowledges that campus across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual's risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency's Safe and Supportive School Program (SSSP). More information on SSSP is also available in the Psychological Safety Annex to our Basic Plan.

Threat Assessment Team

TCDPS has a threat assessment team, consistent with Texas Education Code 37.115. The Threat assessment teams' operations are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. The threat assessment team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

TCDPS's threat assessment team acts as a buffer to violence and provides support to campus community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. TCDPS acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

TCDPS' campus safety policy 310 for Behavioral Threat Assessment (BTA) contains more specific information regarding threat assessment, including parent notification and records retention.

Detecting Suspicious Activity

TCDPS uses the following methods to detect suspicious activity on campuses:

- Employee or student misconduct referral
- Student & Employee Assistance Program / Substance Abuse Rehabilitation Center referrals
- Temple College Police Department referrals
- Instructor referrals

2.4 Access and Functional Needs

In compliance with Texas Education Code 37.108, TCDPS utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

Temple College Campus Active Threat

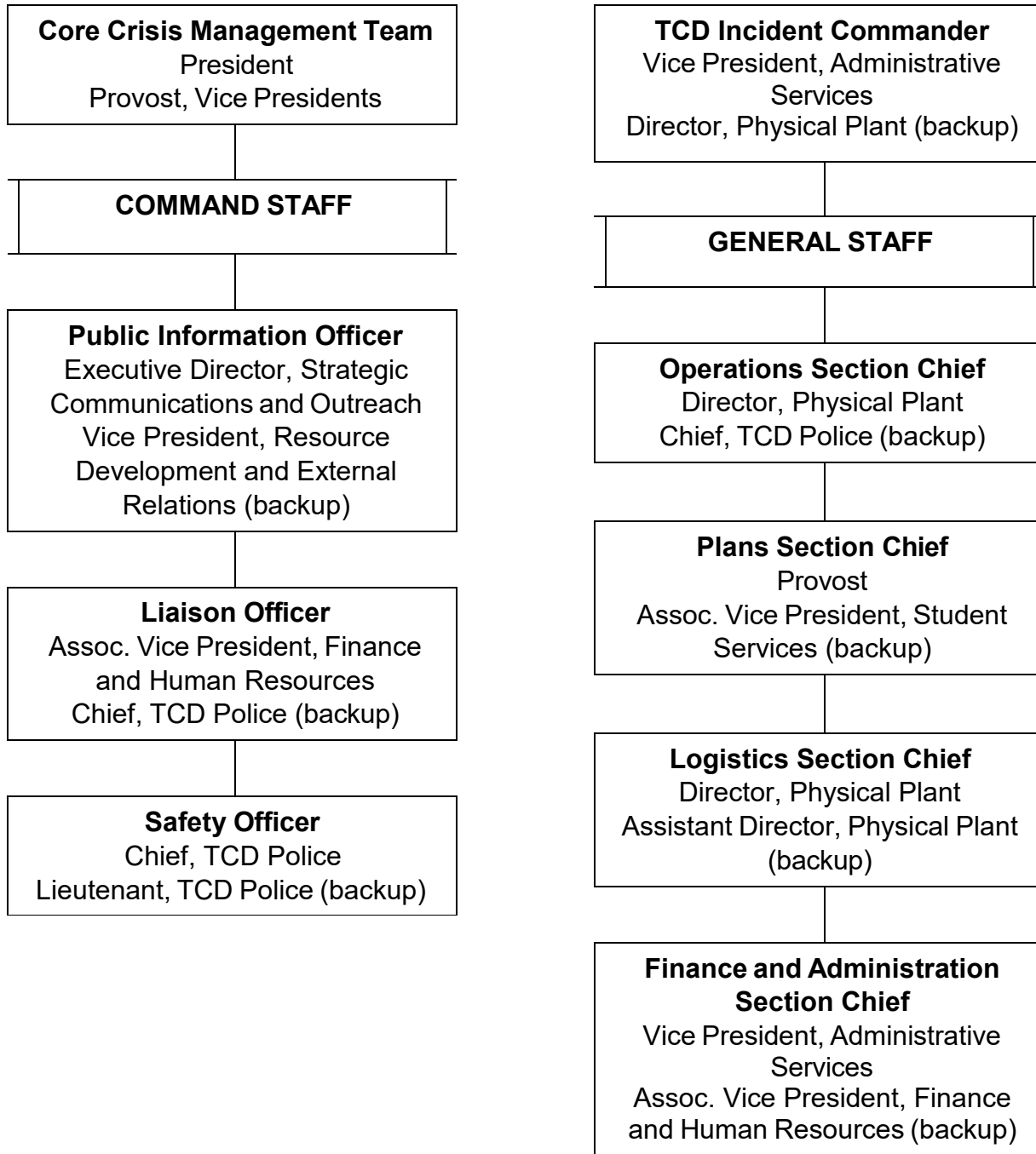
- Implementation of the Standard Response Protocol and Standard Reunification Method (SRP/SRM)
- Install evacuation chairs, Stop-the-Bleed kits, and Automated External Defibrillator devices in each building
- Establishing a Unified Command Structure for all Active Events
- During an active threat event, staff will be assigned to directly assist persons with access and functional needs in order to direct them to the best available shelter area, until more assistance can be acquired.

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

TCDPS will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.

Emergency Command Center (ECC) Emergency Operations Center (EOC)



Section 4 – Actions and Responsibilities

Actions and Responsibilities Table

Prevention Phase Safeguard against consequences unique to an active threat incident.	
Campus Actions	Responsible Role
TCDPS Multi-disciplinary threat evaluation	Safety and Security Committee
Anonymous Reporting Systems	Campus Police
Banning potential violators from campus	Campus Police / Safety and Security Committee
Proper background checks of employees	Human Resources
iWatch Texas School Safety	Campus Police
Mitigation Phase Reduce the impact of an active threat incident.	
Campus Actions	Responsible Role
Encourage the locking of classroom and office doors	Campus Police / Safety and Security Committee / Academic Departments
Publish campus emergency procedures and numbers	Campus Police / Safety and Security Committee
Safety Training	Safety and Security Committee
Posting of Evacuation Routes and Shelter Locations	Facilities / Safety and Security Committee
Consider the use of and future procurement of surveillance systems.	Campus Police / Safety and Security Committee/ IT
Annually review options for armed defense (local, county, state) and adjust as necessary.	Campus Police / Safety and Security Committee

Temple College Campus Active Threat

Preparedness Phase Regularly review campus readiness for an active threat incident.	
Campus Actions	Responsible Role
Train using the Federal Bureau of Investigations strategy, "Avoid, Deny, Defend (ADD)"	Campus Police
Frequent Drills and Exercises	Safety and Security Committee
Emergency Communications Drills	Safety and Security Committee / Marketing
Continuity of Continued Operations (COOP) Training and Drills	Administration
Mutual aid agreements with Temple Police Department, Hutto Police Department, Bell County Sheriff's Department and Williamson County Sheriff's Department for back-up law enforcement.	Campus Police / Safety and Security Committee
Regularly tests the working order and assess the effectiveness of surveillance cameras.	Campus Police / IT
Regularly tests physical security features, including hardware working condition and staff locking practices.	Campus Police / IT / Physical Plant
First responders are invited to participate in drills, given campus maps, and are allowed to walk the buildings with Campus Police.	Campus Police
First responders have access to KNOX boxes that are mounted on the door entries to every building. The KNOX boxes include the following information: building schematics, keys, and electronic key fobs.	Campus Police
Implement a trauma informed care program, which is compliant with TEC 38.036, and includes increasing awareness of trauma informed care; and implementation of trauma informed practices and care by staff.	Campus Police / Safety and Security Committee / Marketing

Temple College Campus Active Threat

Response Phase Campus actions during an active threat incident.	
Campus Actions	Responsible Role
Elimination of perceived threat	Campus Police
Establishment of the Ground Incident Command Post	Safety and Security Committee
If necessary, the establishment of the Incident Command Center	President, Provost and Vice Presidents
Accountability of all faculty, staff, and students	Human Resources / Academic Departments / Safety and Security Committee
All staff have the ability and are empowered to notify law enforcement and armed defenders of an active threat incident, via land-line, cell phone, and/or radio communications.	Administration
Pre-established active threat response protocols will be initiated and communicated to students and staff of the affected area and/or building via the Leopard Alert System.	Campus Police / Safety and Security Committee / Marketing
During an active threat event, staff will be assigned to directly assist persons with access and functional needs in order to direct them to the best available shelter area, until more assistance can be acquired.	Campus Police / Safety and Security Committee
In the event of an active threat, we will communicate with staff, students, parents, and the community in a timely manner utilizing pre-scripted messaging.	Marketing
Administration and finance staff are trained, and understand, they are responsible for tracking hazard related expenses including (but not limited to): staff overtime, activation of emergency contracts and expenditures, property damage/loss, injury and workman's comp claims.	Human Resources / Finance / Administration

Recovery Phase Return to normal campus operations following an active threat incident.	
Campus Actions	Responsible Role
Accountability of all faculty, staff, and students	Human Resources / Academic Departments / Safety and Security Committee
Facilitate Medical Assistance	Campus Police / Safety and Security Committee
Enact Continuity of Continued Operations (COOP) Plan	Administration
Process worker's compensation claims	Safety and Security Committee
Coordinate retrieval of personal belongings	Campus Police / Safety and Security Committee
Initiate psychological support	SEAP/SARC
Conduct After Action Review of incident	Safety and Security Committee
As part of the resumption of campus operations following an Active Threat incident, the campus will plan for challenges that address (but are not limited to) community social and emotional distress from trauma, the use of alternate facilities, increased presence of law enforcement in the campus, relaxed or alternate schedules, increased media presence on and around the campus.	Administration / Safety and Security Committee
The campus will initiate an improvement plan based on after-action reviews. The campus will detail an improvement plan to address how the campus will ensure their actions during a hazard will be effective. Once an improvement plan is introduced, the campus will ensure the plan is addressed for all improvements recommended.	Safety and Security Committee

Section 5 – Resources

5.1 Acronyms

ADD	Avoid, Deny, Defend
COOP	Continuity of Continued Operations
TCDP	Temple College Dept. of Public Safety
TCPD	Temple College Police Department (Campus Police)
ICS	Incident Command System
MTSS	Multi-tiered System of Support
SEAP/SARC	Student & Employee Assistance Program/ Substance Abuse Rehabilitation Center
SRP/SRM	Standard Response Protocol/ Standard Reunification Method
SSSP	Safe and Supportive School Program

5.2 Definitions

After Action Review: Collaborative engagement objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks guidance. Summarizes key information related to the event or evaluation.

Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Mitigation: Capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.

Preparedness: Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from threats and hazards.

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework, the term “prevention” refers to preventing imminent threats.

Recovery: Those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

Response: Those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Temple College Department of Public Safety

Active Shooter Appendix to the Active Threat Annex



October 2025

Purpose and Scope

Purpose

This Active Shooter Appendix is being written to direct the specific campus tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. **This appendix may serve as the campus' active shooter policy, in accordance with Texas Education Code 37.108.**

Scope

This document applies to the whole campus community, including first responder agencies. All campus staff, including student workers, who are assigned emergency management roles and responsibilities should receive training in and have access to all TCDPS emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

Specific Tasks Taken Before, During, and After an Incident

Before an Active Shooter Incident	
Tasks	Responsible Role
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.	Safety and Security Committee / Physical Plant
Train staff in lifesaving techniques, including the use of bleeding control kits.	Safety and Security Committee
Train staff on how to administer all actions for the Standard Response Protocol (SRP). - During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision. - Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for non-instructional facilities, such as stadiums, administration buildings, etc.	Safety and Security Committee
Train TCDPS administration on the Incident Command System (ICS), including the concept of Unified Command.	Safety and Security Committee
Train staff on how to find and use critical campus response resources such as bleeding control kits and AEDs.	Safety and Security Committee / Campus Police
Train staff to notify first responders of an attacker by using multiple communication options.	Safety and Security Committee
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Safety and Security Committee / Campus Police
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. - Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. - Consider designing drills and exercises for after-hour and extracurricular activities.	Safety and Security Committee
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	Safety and Security Committee
Empower all staff members to initiate SRP actions. Include this concept in drills and exercises.	Safety and Security Committee / Campus Police
Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by campus staff and first responders.	Administration

Before an Active Shooter Incident	
Tasks	Responsible Role
Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.	Physical Plant / Safety and Security Committee / Campus Police
Ensure that persons with access and functional needs have equal access to safety.	Safety and Security Committee / Student Services
Provide opportunities for police, fire, and EMS to become familiar with campus facilities. • Host first responder tours on a regular basis. • Encourage law enforcement training on campus.	Campus Police
Provide first responders with access and navigation aids such as the following: • Offsite access to your video surveillance camera system. • Digital floor plans. • Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards.	Physical Plant / IT
Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.	Marketing / Safety and Security Committee
Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following: • Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology. • Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by campus administrators and emergency response agencies. • Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed. • Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies.	Safety and Security Committee / Campus Police / Physical Plant / IT
Enforce and celebrate campus safety and security policies. Ensure that administrators support practices that create a security-minded culture.	President / Safety and Security Committee

Before an Active Shooter Incident	
Tasks	Responsible Role
- Conduct a staff and student orientation session on campus safety and security measures and stress the importance of maintaining security. - Support an environment that celebrates the reporting of suspicious activity by policy and practice.	Safety and Security Committee
Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.	Physical Plant / Safety and Security Committee
Secure and review written agreements for the use of non-TCDPS resources that may be needed for an attacker incident, such as, but not limited to, the following: - Assistance with offsite evacuation and transportation needs - Support for food services - Classroom space needed after an incident - Additional law enforcement support following resumption of campus activities - Additional psychological support services	Campus Police / Safety and Security Committee
Ensure that the School Behavioral Threat Assessment Team convenes in a timely manner to discuss concerning and prohibited behavior. Ensure that the School Behavioral Threat Assessment Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors.	Safety and Security Committee
At a minimum, provide suicide prevention and trauma-informed care training to required staff members.	SEAP
During an Active Shooter Incident	
Tasks	Responsible Role
Call for help using redundant communications systems.	ALL
Decide on SRP action. - Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place. - Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building. - Secure (Lockout) is followed by the Directive: “Get Inside, Lock Outside Doors” and is the protocol used to safeguard people within the building. - Encourage staff members who are supervising student activities outside the building to make the best decisions for their students.	ALL

During an Active Shooter Incident	
Tasks	Responsible Role
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system. • Lockdown: “Locks, Lights, Out of Sight” • Evacuate: “Evacuate to _____.” • Secure (Lockout): “Get inside. Lock Outside Doors.”	IC Commander
Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.	ALL
Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.	ALL
Begin to account for all staff, students, and visitors.	ALL
Inform your community of the current threat and status of the incident. • Coordinate public information activities with local response agencies. Conduct joint briefings when possible. • Send a timely message to the community using prepared scripts from your Communications Annex. • Develop and publish a schedule for when and where authorized officials will provide incident updates.	Marketing
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the campus continues to perform essential functions.	Administration
After an Active Shooter Incident	
Tasks	Responsible Role
Perform an incident debriefing (hotwash) while staff and responders are still on scene.	Safety and Security Committee
Account for all personnel.	Human Resources / Academic Departments / Safety and Security Committee
Reunite children with parents.	Campus Police / Administration
Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.	Safety and Security Committee
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. • Assign specific tasks to ensure accountability. • Incorporate changes into future drills and exercises.	Safety and Security Committee
Activate your damage assessment team to identify replacement and repair needs. • Consult and involve your city or county Emergency Management Coordinator.	Physical Plant / Safety and Security Committee

After an Active Shooter Incident	
Tasks	Responsible Role
(Cont. pg.5) • Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims.	Physical Plant / Safety and Security Committee
Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.	Safety and Security Committee / Physical Plant / Campus Police
Assess the trauma-informed and grief-informed care needs of the campus community after an attacker incident and provide appropriate mental health resources. • Call on providers to assist with resources needed for the initial return to school. • Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the campus community. • Reintroduce staff and students to school carefully after repairs have been made.	Student Services / Safety and Security Committee / Campus Police / Administration
Provide a visible security presence as staff and students transition back to school.	Campus Police
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	ALL

Resources – Acronyms

AAR	After-Action Review
CRASE	Civilian Response to Active Shooter
TCDPS	Temple College Department of Public Safety
SRP	Standard Response Protocol
TCOLE	Texas Commission on Law Enforcement

Definitions

1. **After-Action Review:** An AAR will be conducted by the campus following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
2. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.
3. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.
4. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.
5. **School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.
6. **School Guardian:** A school board may adopt a local policy that authorizes the designation of specified employees who are authorized to carry firearms on school premises.
7. **School Marshal:** State law (TEC 37.0811) allows a school campus or charter school to appoint one or more specially trained and licensed employees as school marshals. The appointment must be made by the board of trustees, and the Marshal must have the appropriate licensing and certification by the Texas Commission on Law Enforcement. Information on the School Marshal Program can be found on the TCOLE website.
8. **Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.
9. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.