



**Methodist College**  
**UnityPoint Health**

Page # 1 of 1

Section: E

Policy #: A44

Approval:

*Dr. K. P. A. Jones*

Date: 8/1/2015

Review by: 8/1/2018

Date Revised: NEW

Policy/Revision Submitted by: L. Moore

**SUBJECT: Weapons/Conceal Carry**

## **I. POLICY:**

Students, visitors, employees, and vendors, and any other persons shall not knowingly carry a firearm on College property or into Methodist College (MC) parking area.

## **II. DEFINITIONS**

- a. **Weapon:** Any object that may be used as an instrument of attack or defense that makes an individual feel threatened. Weapons may include but not limited to: gun, knife, BB gun, pellet gun, paint ball gun, sword, hatchet, axe, martial art tool, taser, razor blade, or any other instrument MC determines is used to do bodily harm to another person.
- b. **“Non-threatening”:** A situation in which an individual who possesses a weapon is not intending to use it in a violent or harmful nature. (i.e. a buck knife in a case on the belt).
- c. **“Threatening”:** A situation in which an individual possesses a weapon, and is displaying, using, or threatening the use of a firearm, explosive, or other dangerous weapon with the intent to injure or kill students, visitors, and/or employees.
- d. **“Active Shooter”**—when a person possesses a weapon and gives the impression they may use or threaten to use in a harmful manner.
- e. **“Active Shooter, STAT”**—when a person is using/has used a weapon.
- f. **Lockdown**—A lockdown of all access controlled exterior and interior doors to the facility.
- g. **Shelter in place**—the act of sheltering for safety, out of public view, at or near your current location; You should:
  - i. Remain calm
  - ii. If safe to do so, clear the hallway of students, visitors, and employees
  - iii. If possible, close all blinds and turn out all lights to darken area
  - iv. Silence cell phones
  - v. Turn off radio's
  - vi. Remain quiet and close to the ground
- h. **Situational Awareness**—A continuous process of evaluating one's environment and being aware of such things as possible threats, escape routes, persons of concern, or items out of place.

## **III. GENERAL INFORMATION**

- a. Firearms or other weapons of any kind are strictly forbidden on property including parking area and in MC building.
- b. Signage is posted at entrances announcing prohibition of firearms.
- c. All individuals including those with a license to carry a conceal weapon are included in the ban with exception of commissioned law enforcement or corrections officers.

- d. If a person mistakenly brought a weapon on property they can secure the firearm out of sight, in a locked vehicle with a gun lock over the trigger rendering it unusable, in a locked gun case or lockable compartment in the vehicle while on property.
- e. If a weapon is encountered by MC student or employee, contact the Security Department at 672-4500. Reporting employee should give pertinent information concern with the person and the location of the weapon. This information will be used to determine if a concerning the person and the location of the weapon. This information will be used to determine if a “Active Shooter, STAT” needs to be announced. Employees are encouraged to place Security Office number for MC (672-4500) in their cellular phones.
- f. Security’s responsibility will be to help remove the weapon, if possible, and to take any further actions which may be needed.
- g. Security will seek assistance from the Peoria Police Department or the appropriate law enforcement agency, if necessary if the individual refuses to leave after being informed of the posted prohibition and arrested for criminal trespass.
- h. Security will notify President of Methodist College and COO/HR Director. A school cast announcement will be texted to all students and employees of emergency.
- i. Police officers responding to an active shooter are trained to proceed immediately to the area in which may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns
- j. Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

***The officer(s) will not attend to the injured until the scene is secure.***

- k. How to react when the police arrive at your location.
  1. Remain calm, and follow officers’ instructions
  2. Put down any items in your hand (i.e., bags, jackets, cellular phones)
  3. Immediately raise hands and spread fingers
  4. Keep hands visible at all times
  5. Avoid making quick movements toward officers such as attempting to hold on to them for safety
  6. Avoid pointing, screaming and/or yelling
  7. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area.
- l. Incident Command Center may be established depending on severity.
- m. After event is over, MC is to go into Recovery Phase.
- n. MC will follow the **RUN, HIDE, FIGHT** method during a Code Silver, STAT.
 

**RUN:** Get out if you can, evacuate others, help others, and leave belongings behind

**HIDE:** Secure your location and lock doors. Turn off lights, silence cell phone ringers, and remain quiet.

**FIGHT:** Act fast, attempt to incapacitate the shooter, act with aggression, improvise weapons, commit to action.