



POLICE

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Active Shooter: What You Can Do



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Active Shooter Incidents

- An active shooting event can occur at any time or any place.
- During the past several years, there have been active shooter incidents
 - where we shop
 - 2007 ... Gunman kills 5 and injures multiple others at a Utah mall
 - where we exercise our free speech
 - 2011 ... Representative Giffords critically shot while meeting with constituents at a market – 6 people killed and 3 others injured
 - where we learn
 - 1999 ... Columbine High School 12 students and 1 teacher killed;
 - 2007 ... Virginia Tech 32 killed and many others wounded;
 - 2008 Northern Illinois University 5 students killed on campus
 - and where we work
 - 2005 ... Gunman opens fire at beer distributor, killing 8 people
 - 2009 ... Ft Hood killing 13 people, wounding 29





Understanding Active Shooter Incidents

- Active shooter incidents are becoming more frequent.
- An active shooter is an individual killing or attempting to kill people in a confined and populated area.
- Typically, there is no pattern in the selection of victims in an active shooter incident.
- Common motives include, anger, revenge, ideology, and untreated mental illness.
- Most active shooter situations are unpredictable and evolve quickly. Because most incidents are over within minutes, you must be prepared to deal with the situation until law enforcement personnel arrive.
- All employees can help prevent and prepare for potential active shooter situations.
 - Preparedness and awareness are the keys to helping protect our employees, our customers, and ourselves.



How To Respond

- In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:
 - 1. Evacuate**
 - a. If not possible:
 - 2. Hide out**
 - a. If not possible
 - 3. Take action**
- **Call 911 WHEN IT IS SAFE TO DO SO!**

Evacuate

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Warn individuals not to enter an area where the active shooter may be.
 - Have an escape route and plan in mind.
 - Even when you are just visiting-look for the exits
 - 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 active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- **Call 911 WHEN IT IS SAFE TO DO SO!**



Hide Out

- If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
 - Be out of the active shooter'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 active shooter from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.
 - Close, cover, and move away from windows.





Keeping Yourself Safe While Hiding

- If the active shooter is nearby:
 - Lock the door.
 - Use large heavy objects (desk, bookcase, etc.) to barricade the door
 - Silence your cell phone and/or pager. (Even the vibration setting can give away a hiding position.)
- Remain quiet.
- Hide behind large items (i.e., cabinets, desks).
 - Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

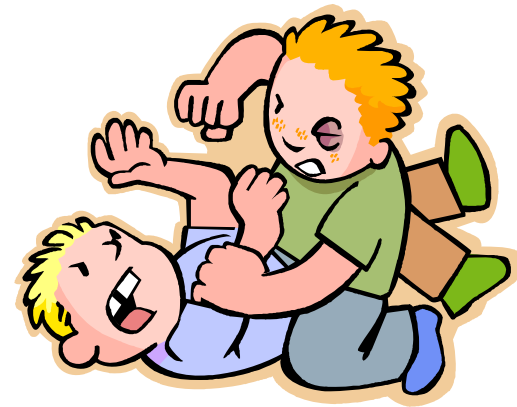


Contacting 911

- **Call 911 WHEN IT IS SAFE TO DO SO!**
- When possible, provide the following information to law enforcement officers or 911 operators:
 1. Location of the active shooter.
 2. Number of shooters, if more than one.
 3. Physical description of the shooter(s).
 4. Number and type of weapons held by the shooter(s).
 5. Number of potential victims at the location.

Take Action

- As an absolute last resort, and **only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter:
 1. Act as aggressively as possible against him/her.
 2. Throw items and improvise weapons.
 3. Yell.
 4. Commit to your actions.



Managers/Supervisors Role During the Event

- When an emergency occurs, customers and visitors will look to employees to direct them to safety, as they are familiar with the building and workspace. Employees and customers are likely to follow the lead of managers or supervisors during an emergency situation.
- During an emergency, managers should be prepared to:
 - Take immediate action.
 - Remain calm, professional, and prepared to lead.
 - Lock and barricade doors.
 - Evacuate employees and customers via a viable, preplanned evacuation route to a safe area.
 - When pre-selecting shelter-in-place locations, consider any safe areas within the facility.



Law Enforcement's Role

- Law enforcement's **immediate purpose is to stop the active shooter as soon as possible.**
 - Officers will proceed directly to the area in which the last shots were heard.
- The first officers to arrive at the scene will not stop to help injured persons because their first priority is life safety, so they will need to secure the scene first.
- When there is an emergency such as an active shooter incident, it is important to remember that officers arriving on scene may be coming from many different duty assignments and will likely be in various types of uniforms and even in street clothes. Do not be surprised by the variances in appearance, as law enforcement officials are trained to react quickly and work together.



Additional Officers and Rescue Teams

- Additional officers may arrive in teams. These teams may:
 - Wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
 - Be armed with rifles, shotguns, and/or handguns.
 - Use pepper spray or tear gas to control the situation.
 - Shout commands, and may push individuals to the ground for their safety.
- Emergency medical personnel will also arrive at the scene. Rescue teams will treat and remove any injured persons. These teams may also request able-bodied individuals to assist in removing the wounded from the premises.



How To React When Law Enforcement Arrives

- 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 attempting to hold on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating—just proceed in the direction from which officers are entering the premises.



Information and Assembly Points

- After you have reached a safe location or 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 the safe location or assembly point until law enforcement authorities have instructed you to do so.**



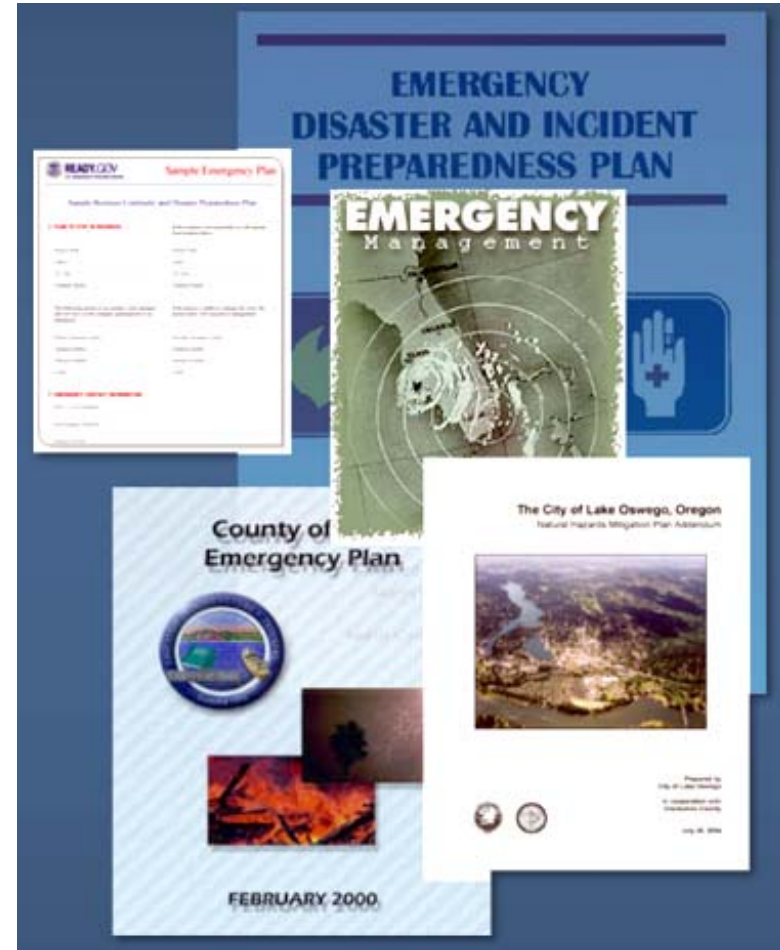
Managing the Consequences

- After the active shooter has been incapacitated and is no longer a threat, management should engage in post-event assessments and activities, including:
 - ✓ An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
 - ✓ Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
 - ✓ Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly.
 - ✓ Identifying and filling any critical personnel or operational gaps left in the organization as a result of the incident.



Emergency Action Plan

- To best prepare your employees for an active shooter situation, the first thing you should do is create an Emergency Action Plan.
- Create the Emergency Action Plan with input from several stakeholders including your human resources department, your training department (if one exists), facility owners/operators, your property manager, and local law enforcement and/or emergency responders.
- The Emergency Action Plan will prepare your employees to respond effectively and help minimize loss of life.





Components of an Effective Emergency Action Plan

- An effective Emergency Action Plan includes:
 - A preferred method for reporting fires and other emergencies.
 - An evacuation policy and procedure.
 - Emergency escape procedures and route assignments (i.e., floor plans, safe areas).
 - Contact information for—and responsibilities of—individuals to be contacted under the Emergency Action Plan.
 - Information concerning local area hospitals (i.e., name, telephone number, and distance from your location).
 - An emergency notification system to alert various parties of an emergency, including:
 - Individuals at remote locations within premises.
 - Local law enforcement.
 - Local area hospitals.

Training Exercises

- Another important aspect of preparedness is training. The most effective way to train your employees to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement organizations are an excellent resource in designing training exercises.
- Employees should be trained in:
 - Recognizing the sound of gunshots.
 - Reacting quickly when gunshots are heard and/or when a shooting is witnessed. Training should cover:
 - Evacuating the area.
 - Hiding out.
 - Acting against the shooter as a last resort.
 - Calling 911.
 - Reacting when law enforcement arrives.
 - Adopting the survival mindset during times of crisis.



Meeting Everyone's Needs

- In addition to developing an Emergency Action Plan and conducting training, you should:
- Ensure that plans, evacuation instructions, and any other relevant information include provisions for individuals with special needs and/or disabilities.
- Ensure that your building is accessible for individuals with disabilities, in compliance with Americans with Disabilities Act (ADA) requirements.



Facility Managers' Preparation Responsibilities

- Institute access controls (e.g., keys, security system pass codes).
- Distribute critical items to appropriate managers/employees, including:
 - Floor plans.
 - Keys, and other access-control measures.
 - Facility personnel lists and telephone numbers.
 - Daily schedule.
- Assemble crisis kits containing:
 - Radios.
 - Floor plans.
 - Employee roster and emergency contact numbers.
 - First aid kits.
 - Flashlights.
- Activate the emergency notification system when an emergency situation occurs.
- Ensure that the facility has at least two evacuation routes.
- Coordinate to ensure the physical security of the location.
- Post evacuation routes in conspicuous locations throughout the facility.
- Have available floor plans for emergency responders.
- Include local law enforcement and first responders during training exercises.
- Encourage law enforcement, emergency responders, SWAT teams, canine teams, and bomb squads to train for an active shooter scenario at their location.
- Foster a respectful workplace.
- Be aware of indications of workplace violence and take remedial actions accordingly.

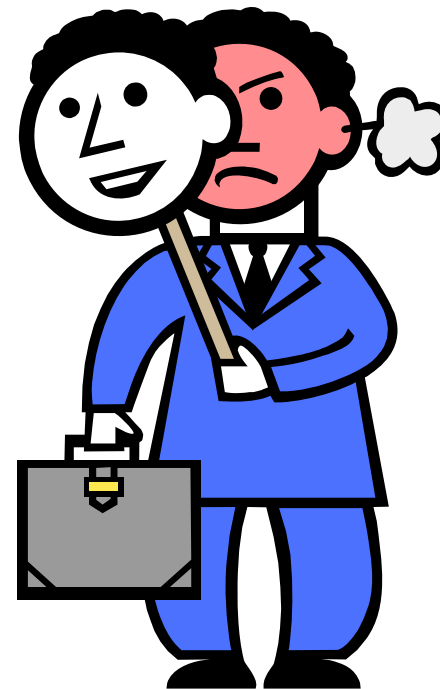
Recognizing Potential Workplace Violence

- An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee.
- Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee.
- Alert your supervisor or human resources department if you believe an employee or coworker exhibits potentially violent behavior.



Indicators of Potential Violence

- Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.
- Indicators of potentially violent behavior by an employee may include:
 - Depression/withdrawal.
 - Repeated violations of company policies.
 - Explosive outbursts of anger or rage without provocation.
 - Behavior that may suggest paranoia (e.g., “everybody is against me”).
 - Escalation of domestic problems into the workplace.
 - Talk of severe financial problems.
 - Talk of previous incidents of violence.
- Report violent acts or threats of violence to your immediate supervisor, law enforcement or human resources. Regardless of the type of workplace violence, the chances for prevention improve with increased awareness of potential warning signs and rapid response to a problem.





Indicators of Potential Violence

- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism; vague physical complaints.
- Noticeable decrease in attention to appearance and hygiene.
- Depression/withdrawal.
- Resistance and overreaction to changes in policy and procedures.
- Repeated violations of company policies.
- Increased severe mood swings.
- Noticeably unstable, emotional responses.
- Explosive outbursts of anger or rage without provocation.
- Suicidal; comments about “putting things in order.”
- Behavior that may suggest paranoia (e.g., “everybody is against me”).
- Increasingly frequent mentions of problems at home.
- Escalation of domestic problems into the workplace.
- Talk of severe financial problems.
- Talk of previous incidents of violence.
- Empathy with individuals committing violence.
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes.

Note: This list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies




Self-Assessment: Organizational Preparedness

Instructions: Answer the following questions to assess your organization's level of preparedness for dealing with potential active shooter incidents

- | Has your organization . . . | Yes | No |
|--|------------|-----------|
| • Created a comprehensive Emergency Action Plan? Remember, the Emergency Action Plan should include: | | |
| • A preferred method for reporting fires and other emergencies. | | |
| • An evacuation policy and procedure. | | |
| • Emergency escape procedures and route assignments (e.g., floor plans, safe areas). | | |
| • Contact information for—and responsibilities of—individuals to be contacted under the Emergency Action Plan. | | |
| • Information concerning local area hospitals (e.g., name, telephone number, and distance from your location). | | |
| • An emergency notification system to alert various parties of an emergency. | | |
| • Ensured the presence of two emergency evacuation routes, and posted them in conspicuous locations? | | |
| • Available floor plans for emergency responders? | | |
| • Ensured that Emergency Action Plans and evacuation instructions address individuals with special needs and/or disabilities? | | |
| • Ensured that your building is accessible for individuals with disabilities, and in compliance with Americans with Disabilities Act (ADA) requirements? | | |
| • Trained employees how to react to an active shooter scenario and other emergencies? | | |
| • Conducted active shooter training exercises? | | |
| • Coordinated with local law enforcement, emergency responders, SWAT teams, canine teams, and bomb squads in conducting exercises? | | |
| • Conducted effective background checks for new employees? | | |
| • Created a system for reporting potentially violent behavior? | | |
| – Made counseling services available to employees? | | |

Active Shooter Resources Booklet, Pocket Guide, and Poster

- Active Shooter Desk Reference Guide: The booklet provides guidance to individuals, including managers and employees, who become involved in an active shooter situation, and discusses how to react when law enforcement responds.
 - http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
- Active Shooter Pocket-Sized Reference Card: This guide provides a brief overview of how best to respond to an active shooter situation.
 - http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf
- Active Shooter Poster: This poster describes how to respond to an active shooter, as well as how to recognize signs of potential workplace violence.
 - http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf

COPING WITH AN ACTIVE SHOOTER SITUATION	PROFILE OF AN ACTIVE SHOOTER	
<ul style="list-style-type: none"> • Be aware of your environment and any possible dangers • Take note of the two nearest exits in any facility you visit • If you are in an office, stay there and secure the door • Attempt to take the active shooter down as a last resort <p><i>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</i></p>	<p>An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p>	
<th>CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION</th>		CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION
<ul style="list-style-type: none"> • Victims are selected at random • The event is unpredictable and evolves quickly • Law enforcement is usually required to end an active shooter situation 		
		
<p>CALL 911 WHEN IT IS SAFE TO DO SO</p>		

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY	HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES	
<p>1. EVACUATE</p> <ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible 	<ul style="list-style-type: none"> • Remain calm and follow instructions • Put down any items in your hands (i.e., bags, jackets) • Raise hands and spread fingers • Keep hands visible at all times • Avoid quick movements toward officers such as holding on to them for safety • Avoid pointing, screaming or yelling • Do not stop to ask officers for help or direction when evacuating 	
<p>2. HIDE OUT</p> <ul style="list-style-type: none"> • Hide in an area out of the shooter's view • Block entry to your hiding place and lock the doors • Silence your cell phone and/or pager 		
<p>3. TAKE ACTION</p> <ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter 		
<p>CALL 911 WHEN IT IS SAFE TO DO SO</p>		
<th>INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR</th>		INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR
<ul style="list-style-type: none"> • Location of the active shooter • Number of shooters • Physical description of shooters • Number and type of weapons held by shooters • Number of potential victims at the location 		



Course Summary

In the event of an active shooter situation:

- **Evacuate**
 - Attempt to evacuate.
 - Have an escape route and plan
 - Leave your belongings
 - Keep your hands visible
- **Hide**
 - Find a place to hide
 - Block entry and lock doors
 - Remain quiet and silence your cell phone or pager
- **Take Action**
 - As a last resort, try to incapacitate the shooter
 - Act with physical aggression
- Remember to always:
- Take note of the two nearest exits in any facility you visit.
- Be aware of your environment and any possible dangers.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**