

# Active Shooter Preparedness Guide

## DO YOU KNOW WHAT TO DO IN THE EVENT OF AN ACTIVE SHOOTER INCIDENT AT YOUR FACILITY?

**FACT:** Active shooter situations are unpredictable and evolve quickly. The first 3-5 minutes, prior to the typical response time for police, is the most critical and requires an individual response.

### BE PREPARED

- + Know your nearest exits, escape routes, hiding places and items with which to fight
- + Know your building systems and interoperabilities: i.e. which systems are affected when other systems are engaged.
- + Assign responsibilities for system management to your team.
- + Have response tools (e.g., mass notification) at your fingertips and frequently rehearse them.
- + Develop an active shooter plan. Example below.
- + Practice, practice, practice!

### HAVE A PLAN

Example Office Building Active Shooter Plan

- + All: Survive
- + All: Communicate within building staff
- + Fire/Life Safety Director: Make all building announcement to occupants
- + Fire/Life Safety Director/Security: Recall elevators. When police arrive, release fail-safe doors
- + Property Management: Barricade. Provide mass notification messages to tenants and corporate.
- + Engineers: Barricade. Monitor building systems
- + Security: Ensure exits open and available. When police arrive, provide with Active Shooter kit.

## INDIVIDUAL RESPONSE DURING AN ACTIVE SHOOTER INCIDENT

### 1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

- + Keep your hands visible
- + Do not attempt to move wounded people
- + Call 911 when you are safe

### 2. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- + 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
- + Remain calm
- + Dial 911, if possible, to alert police to the active shooter's location
- + If you cannot speak, leave the line open and allow the dispatcher to listen

### 3. TAKE ACTION AGAINST SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

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

## BUILDING STAFF ACTIONS DURING AN ACTIVE SHOOTER INCIDENT

### 1. SURVIVE

Know and implement individual actions listed above.

### 2. COMMUNICATE

Call 911 • Notify building staff • Notify tenants

### 3. ASSIST

If safe, prepare building systems for first responders when they arrive:

- + Elevators
- + Access control systems
- + Fail-safe doors
- + Entrances/exits

Provide first responders building information:

- + Floor plans
- + Vertical/riser diagrams
- + Access cards/keys

## BUILDING SYSTEM CHECKLIST FOR ACTIVE SHOOTER

### CAN YOU DO THE FOLLOWING?

- |  |   |
|--|---|
| <input type="checkbox"/> Immediately lock all doors with a lockdown card?                  | <input type="checkbox"/> Immediately stop elevators, so they don't recall to the lobby? |
| <input type="checkbox"/> Lockdown all doors via an online service?                         | <input type="checkbox"/> Activate a panic button which alerts selected individuals?     |
| <input type="checkbox"/> Disable readers throughout building or a portion of the building? | <input type="checkbox"/> Remotely view your cameras?                                    |

## REFERENCES

DHS Active Shooter information and guides: <http://www.dhs.gov/active-shooter-preparedness>

Houston "Run, Hide, Fight" video: <http://www.readyhoustonx.gov/runhidefightenglish.html>

NYC Emergency Preparedness Business Guide: [http://www.nyc.gov/html/oem/downloads/pdf/Business\\_Guide\\_Final.pdf](http://www.nyc.gov/html/oem/downloads/pdf/Business_Guide_Final.pdf)

FBI Active Shooter Study: <https://www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents/a-study-of-active-shooter-incidents-in-the-u.s.-2000-2013>



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