

**Cover articles can be found at:**

*Las Vegas courthouse shooting highlights rising threat:*  
<http://www.csmonitor.com/USA/Justice/2010/0104/Las-Vegas-courthouse-shooting-highlights-rising-threat>

*St. Louis News: ABB Shooting Leaves 3 Dead, 8 Injured:*  
<http://personalmoneystore.com/moneyblog/2010/01/07/st-louis-news-abb-shooting>

*Gunman kills 8, himself at busy Nebraska mall:*  
<http://www.dallasnews.com/sharedcontent/dws/news/nationworld/stories/120607dnnatmallshooting.6e6aa175.html>

*Two die, four hurt in Atlanta shootings:*  
<http://www.cbsnews.com/stories/2010/01/12/national/main6088432.shtml>

Based on

*How to Survive An Active Shooter*, Fort A.P. Hill, U.S. Army  
U.S. Department of Homeland Security. *Active Shooter: How to Respond*. December 2008

# STOP WORKPLACE VIOLENCE

# ACTIVE SHOOTER

## HOW TO RESPOND

**GUIDANCE ON HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION AND REACT WHEN LAW ENFORCEMENT RESPONDS**

CRIME SCENE DO NOT

Two die,  
four hurt in  
Atlanta shootings

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# STOP

WORKPLACE  
VIOLENCE

## PROFILE OF AN ACTIVE SHOOTER

An active shooter is an individual engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations often are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation.

## SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### 1. Evacuate

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

- Have an escape route and plan in mind
- 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 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:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
- Turn off lights
- Not trap you or restrict your options for movement

## GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and all 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
- If you are in a hallway, get into a room and secure the door
- As a last resort, you may choose to attempt to take the active shooter down – when the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her

**CALL 911 WHEN IT IS SAFE TO DO SO!**

To prevent an active shooter from entering your hiding place:

- Blockade the door with heavy furniture

If the active shooter is nearby:

- Silence your cell phone and/or pager
- Turn off any source of noise (e.g., radios, televisions)
- Hide behind large items (e.g., cabinets, desks)
- Remain quiet

If evacuation or hiding out are not possible:

- 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 the active shooter

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

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

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's goal is to locate, contain and stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four
- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical equipment
- Officers may be armed with rifles, shotguns and handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (e.g., 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 or yelling
- Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 911 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow. These rescue teams will treat and remove any injured persons. They also may call upon able-bodied individuals to assist in removing the wounded from the premises. When you have reached a safe location or an assembly point, you likely will 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.

## 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 co-workers may notice characteristics of potentially violent behavior in an employee. Employees should inform their supervisor or security/facility manager of the potential for workplace violence due to direct knowledge, reasonable suspicion, observable warning signs or direct threat.

## INDICATORS OF POTENTIAL VIOLENCE BY AN EMPLOYEE

Employees typically do not just snap but display indicators of potentially violent behavior over time. If these behaviors are recognized, they often can be managed and treated. Historically, many attackers have had no prior violent criminal record.

Potentially violent behaviors may include one or more of the following (this list of behaviors is not comprehensive nor is it intended as a mechanism for diagnosing violent tendencies):

- 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 is suspect of paranoia ("everybody is against me")
- Increasingly talks 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

## WHEN HELP ARRIVES

### Once Security Forces arrives:

- 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 response forces for help or direction when evacuating

## ACTIVE SHOOTER INCIDENT

The incident will be a dynamic situation that evolves rapidly and demands immediate response from law enforcement to terminate the life-threatening situation. The immediate response of the first patrolmen on scene is to take aggressive action to find and stop the shooter(s). Rescue efforts will be delayed until the danger can be either mitigated or eliminated.

## IMPORTANT NUMBERS

*If an emergency, ALWAYS dial*

# 911

### Other numbers to know

Base Security Forces:

Base AFOSI:

Base AT Officer:

Eagle Eyes Report:



## HQ AETC

SHOOTING INCIDENT THREAT AID

**SHOOTING INCIDENT**

IMMEDIATE DANGER

RISK of DANGER

ESCAPE or HIDE OUT

### CALL 911

- Caller's Location
- Number of Shooters
- Types of Weapons
- Shooter Location & Direction of Travel
- Shooter Description

**SECURE** self & location

**SHELTER** in place

**MITIGATE:** lock doors, turn off lights, limit movement

**ACCOUNT** for personnel & report

**WAIT** for response forces & instructions

## IMMEDIATE DANGER



If you find yourself in immediate danger during a shooting incident within your work center **Escape** from the scene or **Hide Out**.

During **ESCAPE** plan your route, leave your stuff behind and exit with your hands visible. Security Forces personnel may mistake you for the shooter.



If you **HIDE OUT** contact 911 as soon as possible.

### As a **LAST RESORT...TAKE ACTION**

If you find yourself in **IMMINENT DANGER** take action. Attempt to incapacitate or act with physical aggression and throw items at the active shooter.



## RISK of DANGER

If you find yourself in risk of danger but are not being immediately threatened...



### Secure Yourself and your Location

Once secured, position yourself in a place clear of direct fire. You should be able to observe the ingress and egress routes. This will include the process of Sheltering in place and Mitigating the vulnerabilities to the room. Mitigation will start with locking the doors and windows and barricading the access. Turn off the lights and make your location appear unoccupied. Monitor communications i.e. phone, computer, radio.

### Account for Personnel and Report

By whatever means you have available contact your Unit Control Center (UCC) or Chain of Command (CoC) and inform them of your location, status and the personnel present.

### Stay Put

Until the authorities instruct you to move or you have been released **DO NOT MOVE**. Persons milling about increase confusion and the likelihood of injury.

## WARNING SIGNS

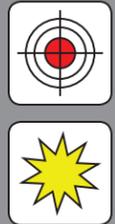
### Someone may need help if:

- Their behavior is unusually aggressive, odd or scary
- They make threats of violence or retribution (serious or joking)
- They are distraught or show signs of suicide
- They're overheard making comments of planned/intended violence
- There is a gang/cult ideation
- They fight or perform acts of violence on the installation
- There is a presence of weapons (guns, knives, suspicious objects)

## INFORMATION

### Provide to Security Forces:

- Your Location
- Number of shooters
- Shooter's Location
- Description of the Shooter
- Type of weapons involved
- Shooters direction of movement



# COMMAND

Co-locate with Law Enforcement, EMS, and FIRE to form Unified Command

### Command Objectives:

1. Threat neutralization or containment
2. Mark potential hazards
3. Establish and mark evacuation corridor(s)
4. Establish evacuation teams with force protection
5. Rapid evacuation of the injured

## LAW ENFORCEMENT

### First Arriving

- Scene size-up, initial intel
- Determine entry team/officer(s)
- Designate team leader (if not single responder)
- Enter scene/engage to prevent further life loss

### Arriving Supervisor:

- Establish contact with team leader
- Understand/assess situation
- Assume command
- Designate command post – maintain contact with team leader
- Separate Command and Operations as soon as practical
- Assign resources:
  - Threat neutralization
  - Victim search
- Determine perimeters (inner and outer)

## EMS

### First Arriving

- Scene size-up report to dispatch
- Communicate evacuation corridors
- Do NOT co-locate operations and command staff

### Arriving Supervisor

- Establish contact with the initial EMS/Fire commander
- Understand/assess situation
- Assume command
- Update to scene size up. Request additional resources as appropriate
- Fire Commander assigns:
  - Operations Division Chief
    - Exterior - apparatus shielding
    - Interior - evacuation team
  - Staging
  - Communications - monitor TAC channels

## FIRE

### EXPLOSIVE EVACUATION GUIDELINES

Threat	Explosive Mass †	Building Evacuation ††	Outdoor Evacuation †††
Pipe bomb (metal or PVC)	5 lbs	70 ft	850 ft
Suicide belt	10 lbs	90 ft	1,080 ft
Suicide vest	20 lbs	110 ft	1,360 ft
Briefcase or backpack	50 lbs	150 ft	1,850 ft
Compact car (in trunk)	500 lbs	320 ft	1,500 ft
Full size car (in trunk)	1000 lbs	400 ft	1,750 ft
Passenger or cargo van	4,000 lbs	640 ft	2,750 ft
Small box van or truck	10,000 lbs	860 ft	3,750 ft
Large box van or water/fuel truck	30,000 lbs	1,240 ft	6,500 ft
Semi-trailer	60,000 lbs	1,570 ft	7,000 ft

† Based on the amount of material (TNT equivalent) that could reasonably fit - variations are possible.

†† Governed by the ability of an unreinforced building to withstand severe damage or collapse.

††† Governed by the greater fragment throw distance or glass breakage and falling glass hazard distance.

### 3E Job Aid

#### Sponsored by:

- Metropolitan Emergency Services Board
- Minneapolis – Saint Paul Metropolitan Medical Response System



### POST BLAST ACTIVE SHOOTER



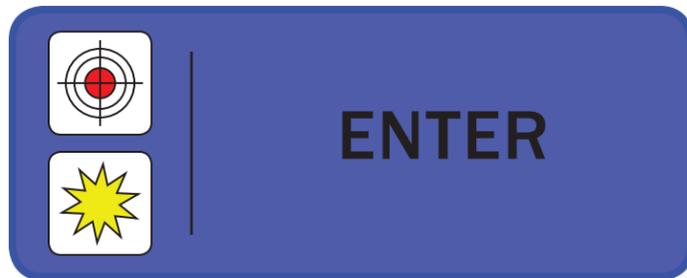
### JOB AID

ENTER

EVALUATE

EVACUATE

COMMAND



### Caution

- Windshield survey (360 degree 3D) for threats prior to and after arriving (duffel bags/backpacks, vehicles, dumpsters, out of place persons etc.)
- Assess for radiological agent post blast
- While exiting vehicle visually clear a 15 foot safe zone all directions
- After exit from vehicle extend visual sweep 75 feet in all directions - 'z sweep'
- Check staging areas, corridors and victim areas in a similar manner - mark hazards as appropriate
- Notify dispatch/supervisor if a hazard is identified and take appropriate action
- Maintain situational awareness for secondary threats
- Incident specific PPE:
  - Post Blast: dust mask, eye and skin protection
  - Active Shooter - body protection per instructions from incident commander

### Communicate

- Establish communication with command and advise location of staging
- Report type of event, provide size up: number and severity of injured, hazards, resource needs
- Assure interoperable communication (common talkgroups), request talkgroups and assign as required

### Create

- Unified command separate from operations
- Formal command post at a safe distance away from scene (initial liaison of agencies may occur close to event)
- Perimeters per law enforcement
- Patient Loading Area - patients into ambulances
- Create Non - Injured and Walking Wounded Assembly Area
- Ambulance Staging
- Safe cover: angle vehicles in relation to building to protect from a potential secondary device blast wave



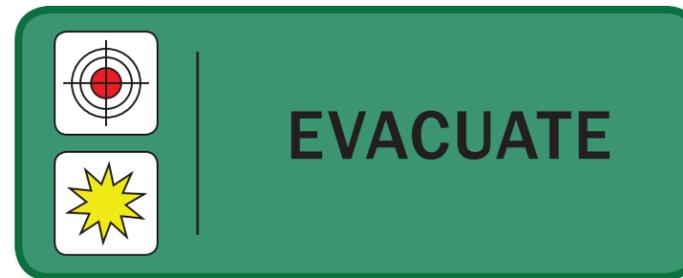
### Caution

- Perpetrator or accomplice may be among victims
- Hazards: Secondary devices, gas, hazmat, electrical, structural, CBRN, fire, or inhaled dusts
- Make visual and physical body sweep of all the victims for weapons and other secondary threats

### Care

#### FIRST PRIORITY IS TO REMOVE PATIENTS FROM THE HAZARD AREA

- Triage in immediate area only vs. entire scene.
- Triage victims as alive or dead, do not touch or move dead victims (no CPR)
- Unconscious with amputations or open head injury should be triaged last
- Penetrating injuries can be small - examine trunk carefully when in a safer area
- If awaiting Evacuation Corridor control hemorrhage with tourniquets or dressings



- Move along most secure entry/exit route
- Mark Evacuation Corridors (police tape, spray paint, light sticks)
- Clear scene of non-injured and walking wounded along Evacuation Corridors to the Non - Injured and Walking Wounded Assembly Area
- Make visual and physical body sweep of all the victims for weapons and other secondary threats
- Request necessary drag/carry equipment for non-ambulatory
- Extricate the living rapidly
- Move patients along Evacuation Corridors to Patient Loading Area
- For delays in transport - establish intermediary Triage Point for critical interventions (including tourniquets and dressings for active bleeding) - load and go as rapidly as possible
- Request law enforcement to assist with body sweeps and impound personal property before transport



### Concealment and Cover

- Stay in safe areas out of any lines of potential fire
- Advance from staging as directed by staging supervisor/incident commander
- Consider using large vehicles (i.e. fire trucks) as cover

### Corridor

- With law enforcement establish location of wounded and determine Evacuation Corridors
- Once corridor is secured evacuation team(s) may enter towards wounded with law enforcement cover
- Take in tourniquets and bandages, minimize treatment



### Cordon

- Law enforcement defines secure rescue grid and work zone

### Corridor

- All movement in and out of scene must follow established Evacuation Corridors
- Enter safest/most accessible area first - establish geographic divisions within operations section based on event scope
- Direct non - injured and walking wounded to exit along Evacuation Corridors to Non - Injured and Walking Wounded Assembly Area
- Follow in the footsteps of others in case of buried hazards

