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SPECIAL RESPONSE CORPORATION

CONFIDENTIAL

ACTIVE SHOOTER

**SECURITY
ASSESSMENT OF
YOUR COMPANY**

This report is provided as a guide for the proprietary use of the client. It does not constitute any form of legal advice and may require review by local counsel for legal sufficiency. For more information, please contact Special Response Corporation at 410-785-1212.

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I. ACTIVE SHOOTER MANAGEMENT

An active shooter might include an individual seeking to remove an employee from the premises without permission or someone with mental health issues planning on doing harm to others. These situations are often unpredictable and sometimes evolve quickly. Typically, the immediate deployment of law enforcement is required to capture the individual(s) involved and mitigate harm to victims. Because these situations are often over within 10-15 minutes before law enforcement arrives on the scene, your company must be prepared to deal with the situation. Below is a list of recommendations and considerations for all companies:

- **Emergency Action Plan** – Every company needs to create an Emergency Action Plan (EAP). The EAP should address unforeseen situations that threaten the facility's employees, contractors, vendors and visitors that disrupts or shuts down operations or as a result causes physical or environmental damage. **Note: The U.S. Department of Labor's occupational Safety & Health administration under OSHA 3088 would provide guidelines to establish your specific EAP.**
- **Lockdown Procedures** – When employees and visitors are notified of a situation, personnel should immediately retreat to a room, lock the door and shelter-in-place until the situation has been re-solved and law enforcement deems it safe to leave the room.
- **Strobes** – A visual panic notification alert device (strobe) should be installed throughout the facility. The employees should be trained that when a strobe is activated, they are to stay in their office or immediately shelter-in-place in a near-by room.
- **Panic Button** – Panic buttons should be installed at key locations throughout the plant. The panic buttons will activate all of the visual panic notification alert devices.

II. ACTIVE SHOOTER GUIDELINES

PROFILE OF ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined or 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 deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers.
- Take note of the nearest exits in the facility.
- Stay in your office if you are already there and secure the door.
- Get into a room if you are in a hallway and secure the door.
- Attempt to take the active shooter down only as a last resort. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the active shooter.
- Call 911 when it is safe to do so.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

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

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 located.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

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 (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- Prevent an active shooter from entering your hiding area (i.e., a room with a lock on the door, heavy furniture to blockade the door, etc.).

STEPS TO TAKE IF THE ACTIVE SHOOTER IS NEARBY

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (i.e., radio, television).
- Hide behind large items (i.e., cabinet, desk).
- Remain quiet.
- Remain calm.
- Dial 911, if possible, to alert police to active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

TAKE ACTION AGAINST THE ACTIVE 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 the active shooter.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

WHAT TO EXPECT WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's 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. You may expect to see officers:

- Arriving in teams of four (4).
- Wearing regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.

- Carrying and armed with rifles, shotguns and handguns.
- Using pepper spray or tear gas to control the situation.
- Shouting commands and safely pushing individuals to the ground.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officer's instructions.
- Set down any items in your hands, (i.e., bags, jackets).
- Raise hands and spread fingers immediately.
- 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.
- Avoid asking officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

INFORMATION TO PROVIDE LAW ENFORCEMENT OR 911 OPERATORS

- 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 may not stop to help injured persons. Expect rescue teams, comprised of additional officers and emergency medical personnel, to follow the initial officers. Rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an 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.

III. OTHER SECURITY MEASURES

- **Security Awareness Program** – A security awareness program should be established for all employees. The purpose of the program is to consistently regulate and enforce security awareness. It is important that the employees understand the importance of security and the role it plays in the protection of safeguarding employees, contractors, vendors, visitors and personal property.

Security awareness programs typically must address the following topics:

- Why the employer requires protection strategies
- What actions are required for the protection of specific assets
- How can employees report violations
- What are the employees security responsibilities
- How can employees meet those responsibilities
- How can employees identify indicators of risk or danger and how they should react
- Access Control System and “All Employees Must Badge In”

In addition, the program should address how victims are selected, how certain crimes are typically committed, and how people can protect themselves by either preventing the incident in the first place or having a well thought out response plan.

- **Security Policies & Procedures** – Security policies and procedures should be established, noting that they may continue to fluctuate therefore they should be reviewed periodically. If the company does not have written security policies and procedures that address what to do during emergency situations (i.e., active shooter, bomb threats, etc.), this should be addressed as soon as possible.
- **Mail/Package Deliveries** – A pre-designated area in the building should be established for receiving mail/packages (i.e., FedEx and UPS) thereby restricting delivery people from entering the plant. It is recommended that the receiving department could be an ideal location for all mail/package deliveries and would also allow law enforcement easy access to transport a suspicious mail and packages from the building without putting building and occupants at risk.
- **Property Signs** – There are no signs posted anywhere on the property indicating private property. This could create a legal problem in the future. The sign should read “Private Property”.
- **Outside Utilities Areas** – Permanent type barriers should be installed to avoid the potential of accidental damage or unauthorized tampering to the Telco/Internet Lines, “Gas Lines”, and “HVAC Systems”.

- **Emergency Management Plans** – Specific Emergency Management Plans for the facility should be reviewed and updated to include three major categories: natural (tornados, earthquakes, floods, etc.), human (arson, bombs, etc.) and accidental (fuel leaks, hazardous material spills, etc.).
- **Public Address System** – A public address system should be installed to notify employees, contractors, vendors and visitors of emergency situations.

EVERYONE MUST BADGE IN



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Figure 1.1: Everyone Must Badge In Example for Training, 'No Piggybacking' Allowed