

Practical Preparedness for Workplace Violence

Quick Reference Guide

Profile

of an active shooter

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.

Characteristics

of an active shooter situation

- Victims can be targeted or selected at random
- The event is unpredictable and evolves quickly
- Law enforcement will respond and engage the shooter until the threat is eliminated

How to respond

when an active shooter is in your vicinity

Determine your best response actions based on the circumstances.

Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide

- 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/radio

Fight

- When you are unable to run or hide, fight to improve your chance of survival
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so

How to respond

when law enforcement 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
- Do not stop to ask officers for help or direction when evacuating

Information

you should provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters
- Physical description of the shooter
- Number and type of weapons held by shooter
- Number of potential victims at the location

Coping

with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you cannot safely evacuate your workspace, secure the door and attempt to hide