

ACTIVE SHOOTER AND WORKPLACE VIOLENCE

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

INTRODUCTION: A brief description of the program and the subject that it addresses.

PROGRAM OUTLINE: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

PREPARING FOR AND CONDUCTING THE PRESENTATION: These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

REVIEW QUESTIONS AND ANSWERS: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

INTRODUCTION

Emergencies involving violence are unfortunately a real possibility in today's workplace. This can also include encountering an active shooter on the premises. One of your job responsibilities is to be prepared and know how to respond should such an emergency occur at your workplace. Knowing the proper procedures to follow during an emergency could mean the difference between life and death. The purpose of this program is to familiarize you with basic response practices when encountering workplace violence, practices that will help you to be prepared for and to respond to a violent emergency.

Topics include indicators of potentially violent behavior, how to respond to violent behavior, how to respond to an active shooter situation and how to react when law enforcement arrives at an active shooter scene.

PROGRAM OUTLINE

GENERAL PREPAREDNESS

- Become familiar with exits, evacuation routes, storm shelters and designated meeting places that the facility uses should an emergency force an evacuation of the premises.
- Many facilities have a trained first response team to deal with injuries and medical emergencies. Make sure you know how to summon this team if needed.
- You should also know the closest location of a phone, which will allow you to contact 911 or other offsite emergency responders.
- Training and preparation help ensure a calm response to emergencies. This is why it is so important to participate in emergency drills and response training when they occur.
- Take all of your emergency response training seriously. Ask questions and make sure you fully understand the training you receive.
- Should an emergency involving violence occur, remember to stay calm. Use your response training to work toward the best possible outcome for you and your coworkers.

INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR

- It is not always possible to predict when a co-worker or other person is going to become violent, but you should know the indicators of potentially violent behavior and report it to the proper authority.
- One such sign is the increased use of alcohol or illegal drugs.
- Another indicator is an unexplained increase in absenteeism or a pattern of vague complaints about their physical well-being.

- Depression or withdrawal is also an indicator that someone has the potential to become violent, as are severe mood swings and noticeably unstable or emotional responses.
- Workers who are susceptible to violence often talk about their problems at home and make unsolicited comments about violence, firearms, other dangerous weapons and violent crimes.
- If you notice one or more of these indicators of potential violent behavior, you should alert your human resources department or other authority responsible for handling such matters.
- Of course, it's human nature to not want to get involved or report a co-worker to management, but doing so can get them appropriate help, if needed, and may also prevent a violent incident.

RESPONDING TO VIOLENT BEHAVIOR

- If someone is displaying violent behavior to you directly, how you respond can help diffuse the situation.
- Remember to stay calm and keep your arms in a low, non-threatening position. Don't cross your arms or make fists.
- Try to stay at least five feet away from the other person and avoid contact.
- If the other person grabs you, try to break free and get away. If you can't get away, call out for help.
- When confronted, do not escalate the situation into a fight. Get away from the person by whatever means possible and immediately report the situation to your supervisor or security.

DEFINITION OF AN 'ACTIVE SHOOTER'

- During the past few years, there has seemingly been an alarming increase in the number of workplace violence incidents that have involved an "active shooter."
- An active shooter can be defined as "an individual actively 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."
- In most workplace active shooter scenarios, the gunman is usually a disgruntled employee or former employee or a family member of an employee or former employee.

RESPONDING TO AN ACTIVE SHOOTER SITUATION

- Knowing how to respond to the situation and then doing so often means the difference between life and death.
- If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.
- If you can get out without exposing yourself to additional danger, do so as quickly as possible.
- Leave your personal belongings behind and alert others to the danger as you exit.
- Do not sound a fire alarm, as this may put others in harm's way as they evacuate from a safe area to an area that is the path of the gunman.
- When evacuating, make sure to keep your hands visible to indicate to others that you are not the shooter.
- It may be safer for you to stay where you are and hide if you are in a secure area that isn't under immediate attack.
- Lock yourself in a room if possible and stay out of sight. If the door cannot be locked, block the door with large, heavy objects and turn out the lights.

- Stay calm and quiet if the shooter is in the vicinity. Turn off radios, computers and cell phones and close any blinds on windows.
- If you decide to hide, spread out and do not huddle with co-workers. It is much easier for a gunman to shoot a group of people rather than individuals.
- Whether you can evacuate safely or must hide, call 911 as soon as it is safe to do so. Keep in mind that others may be doing the same and tying up phone lines, so stay patient.
- When talking to authorities, report as much specific information as possible about your location, number of other people, any injuries and a description of the suspect. Report the shooter's identity if known and the number and types of weapons displayed.
- As a last resort, you may have to fight back in order to survive. Remember, the gunman will continue to kill unless he is stopped.
- If you are faced with this situation, and decide that your only choice is to fight, you must be as aggressive as you possibly can and do whatever it takes to survive.
- If others are with you, work together as a group to distract and overcome the attacker.
- Yell, throw objects and use whatever you can find as a weapon to disable or subdue the attacker. Remember fighting back is your last resort, but once you decide to do so you must make every effort to survive.

REACTING APPROPRIATELY WHEN LAW ENFORCEMENT ARRIVES

- It is also important to react appropriately when law enforcement arrives on the scene. You do not want law enforcement to mistake you for the shooter or perceive you as a threat.
- When you first notice an officer, raise your hands immediately and spread your fingers.
- Remain calm and follow the officers' instructions. Keep your hands visible at all times.
- Avoid making quick movements toward officers such as attempting to grab or hold onto them for safety.
- Remain calm when speaking to officers; avoid pointing or screaming.
- Don't stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises.
- Remember, law enforcement's primary objective is to immediately locate and stop the gunman. Victims and the injured will be evacuated only when the threat has been eliminated.

PREPARE FOR THE SAFETY MEETING

Review each section of this Leader's Guide as well as the program. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the program. Play it without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Make an attendance record and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

Here are some suggestions for preparing your video equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the program.

CONDUCTING THE PRESENTATION

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to familiarize viewers with basic response practices when encountering workplace violence, practices that will help them to be prepared for and to respond to a violent emergency.

Introduce the program. Play it without interruption. Review the program content by presenting the information in the program outline.

Lead discussions about your organization's policies regarding reporting and responding to workplace violence and an active shooter situation.

After watching the program, the viewer will be able to explain the following:

- What some of the indicators of potentially violent behavior are and why they should be reported;
- How to properly respond when someone displays violent behavior;
- How to respond properly to a situation involving an active shooter;
- How to react appropriately when law enforcement arrives on an active shooter scene.

ACTIVE SHOOTER AND WORKPLACE VIOLENCE
Review Quiz

Name _____ Date _____

Please provide answers to the following to show how well you understand the information presented during this program.

1. It is not always possible to predict when someone is going to become violent.
 - a. true
 - b. false

2. Workers who are susceptible to violence often talk about _____.
 - a. problems at home
 - b. firearms
 - c. violent crime
 - d. all of the above

3. You should not report indicators of violent behavior if you don't want to get involved or if you are reluctant to report a co-worker to management.
 - a. true
 - b. false

4. How many feet should you try to keep between you and a person displaying violent behavior?
 - a. 2 feet
 - b. 3 feet
 - c. 5 feet

5. When confronted with an active shooter, you should leave your personal belongings behind and alert others to the danger as you exit.
 - a. true
 - b. false

6. If you see an active shooter, you should sound a fire alarm to alert others of the danger.
 - a. true
 - b. false

7. If you and co-workers decide to hide from an active shooter, it's better to spread out than to huddle together.
 - a. true
 - b. false

8. Fighting back against an active shooter is your last resort in an attempt to survive the situation.
 - a. true
 - b. false

9. What should you do when you first notice law enforcement on the scene of an active shooter?
 - a. ask for help
 - b. raise your hands and spread your fingers
 - c. point toward the area where you last saw the shooter

ANSWERS TO THE REVIEW QUESTIONS

1. a

2. d

3. b

4. c

5. a

6. b

7. a

8. a

9. b