



ACTIVE SHOOTER RESPONSE **Trainer's Guide**

LEARNING OBJECTIVES

TRAINER: Start the training by asking for volunteers to read out loud the Learning Objectives & Why is This Important – 1 volunteer for each section.

- Learn actions to take if confronted with an active shooter and responding law enforcement officers.
- Recognize potential workplace violence indicators.
- Know who to call to report suspicious behavior or activity.

WHY IS THIS IMPORTANT?

It is an unfortunate fact that there has been an increase in active shooter events in the United States. While many are not at the workplace, businesses need to have procedures in place and ensure that all employees are trained and prepared to know what to do if an incident occurs at the workplace.

INTRODUCTION

TRAINER: Ask employees: “Why do you think it is important that we hold a training on how to respond if we are faced with an active shooter situation?” You can add to EE responses by saying:

- “I’m sure we’ve all noticed that there have been an increase in active shooter incidences throughout the U.S.”
- “In 2021 alone, there were 103 people killed and 140 injured during 61 active shooter incidents—a 50% increase from the year before.”
- “Since each active shooter event is different and don’t follow any pattern, it is important that everyone knows what to do in the event you find yourself in the near vicinity of an event.”
- “While it is unlikely that we will experience one ourselves, it’s always a smart thing to know what to do and not do in the unlikely event.”
- Everyone should be prepared mentally and physically to best protect yourself.

An active shooter is an individual actively engaged in killing or attempting to kill people in a 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. Because active shooting situations are often over within 10 to 15 minutes—before law enforcement arrives on the scene—individuals must be prepared both mentally and physically to deal with an active shooter. Providing this training and reviewing it on an annual basis supports JOI’s commitment to keeping our employees safe and prepared in the event an active shooter event occurs—whether at work or elsewhere.

**BE AWARE
BE PREPARED**

PREPARE FOR AN INCIDENT

TRAINER: “Safety is all about always **STAYING FOCUSED and AWARE OF YOUR SURROUNDINGS!** This is important so that you can identify suspicious behavior or activity no matter where you are—at work or outside of work. In today’s world you have to stay vigilant to protect yourself and others.”

It is essential that everyone stay **fully aware of their surroundings** no matter where you are—at work, at the mall, in a movie theater, etc. Wherever you are, be cognizant of the nearest exits in the event you need to flee quickly. Be aware of your environment and any possible dangers at all times. If at work, report any suspicious behavior or activity to your Supervisor or Project Manager. **If you see something suspicious, say something.**

WORKPLACE ACTIVE SHOOTER WARNING SIGNS

TRAINER: “There is not a one-size fits all mold to describe or identify an active shooter. However, there can be some signs of disturbing behaviors of which we should be aware. The behaviors we are going to review does not automatically mean that if someone exhibits one or more of the behaviors, they are a potential active shooter; but it is important that we be aware that disturbing behavior that you observe, if it is seriously concerning to you, should be reported. One thing I want to emphasize is that what we can all do at the workplace is always be respectful to our co-workers. This nurtures a positive workplace which, in turn, allows you and your co-workers to feel valued—which all of you are.”



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Active shooter situations are unpredictable, but there can be warning signs to watch out for that can mitigate the risk of a future attack and ensure the safety of those around you. An active shooter in a workplace can be a current or former employee, their acquaintances or a random stranger. Behaviors that could possibly indicate potential violence include*:



- Increasingly erratic, unsafe, or aggressive behaviors and severe mood swings
- Illegal drug and alcohol abuse
- Changes in performance at work
- Habitual violations of company policies
- Overreaction to changes in work policies or procedures
- Noticeable decrease in attention to hygiene and appearance
- Sudden and dramatic changes in home life or personality
- Financial difficulties
- Observable grievances and making statements of retribution
- Increased unsolicited comments about weapons and violent crimes
- Empathy with individuals committing violence

*This list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies.

If you notice concerning behavior or activity, report it to your Supervisor, Project Manager, Sr. Human Resources Manager (Kelley Walker, 706-570-0468) or JOI's Safety Officer (Gladis Jarquin, 619-917-1360).

RUN, HIDE, FIGHT

During an active shooter situation, the general response should be to **RUN. HIDE. FIGHT**—in that order. **Remember, your safety is the top priority.** Quickly determine the most reasonable way to protect your own life and act accordingly.



RUN: If you determine that you can use an escape path to a safer area, *then get out.*

TRAINER: "What is most important when you are faced with an active shooter situation is that you **THINK FAST & ACT FAST.** If you can quickly determine that you can run away from the shooter in a safe manner, do so and do so **QUICKLY!** It's important that you also stay **CALM** and make as little noise as possible to avoid catching the attention of the shooter." Ask for volunteers to read the items below.

- Determine an escape route based on where the active shooter may be located. Listen to where the noise/disturbance is coming from and run in the opposite direction.
- Leave your belongings behind. Keep your hands empty and visible at all times (especially when law enforcement arrives).
- Run away even if others do not agree or follow. Help others escape, if possible. Do not attempt to move the wounded.
- Move quickly to a safe place far from the shooter and take cover. Remain there until police arrive and give instructions.
- Remain calm. Avoid screaming or yelling as you run away as this may bring the shooter's attention to you.
- When you reach a safe location and **only if it is safe, call 911.**
- If it is unclear where the shooter is, hide/barricade in a room before running into a hallway where the shooter may be.

HIDE: If running is not an option, find a place where the active shooter is less likely to find you.



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TRAINER: "If you determine that it is not safe for you to run, the next best thing is to find a place to hide where the shooter is less likely to find you. Look around quickly, **STAY CALM**, and try to find an office, a closet or a large piece of furniture to hide in or behind. Once you find a place, **STAY QUIET!** If you can do so without being heard, call 911." Ask for volunteers to read the items below.

- Determine an escape route based on where the active shooter may be located. Listen to where the noise/disturbance
- Your hiding place should be out of the active shooter's view and provide protection if shots are fired in your direction.
- If in an office, lock the doors. If the doors do not lock, wedge the door shut or use the heavy furniture to barricade it.
- Turn the lights off. Close the blinds/cover the windows, if possible.
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet. Identify an escape route in the event you are directed to evacuate.
- Silence all noise, including cellphones and electronics.
 - Call 911 only if it is safe to do so. Be prepared to answer the dispatcher's questions. Stay as calm as possible.
 - Establish a code word with the dispatcher to be used when law enforcement arrives. Use code word to identify law enforcement when they come.
- If it is not safe to talk, **put the phone volume all the way down** so the shooter(s) cannot hear but the dispatcher can still monitor what is going on.
- Remain under cover until law enforcement advises it is safe to evacuate.

FIGHT: Plan to fight when running and hiding are not options. Fight as though your life depends on it!

TRAINER: "If you find that you don't have the options to run or hide, you have to commit to do whatever you can to fight for your life. This means that if you are faced with an approaching shooter, you do what you have to do to try and stop him by whatever means you can. If you are with others, work as a team to take the assailant down. There is strength in numbers. Find anything that you can throw or hit the shooter with—a fire extinguisher, a metal object, anything you can use to hit or slow down the assailant." Ask for volunteers to read the items below.

- As a last resort, and only if your life is in imminent danger, do anything and everything you can to disrupt and/or incapacitate the active shooter.
- Act as aggressively as possible against the shooter.
- Work as a team when possible.
- Fully commit to your actions. Again, your life may depend on it.
- Use improvised weapons if possible (any heavy object you can throw or hit the shooter with).
- Survive by any means necessary.



CALLING 911

TRAINER: "The key to getting law enforcement to the scene as soon as possible is to have someone call 911 as soon as it is safe to do so. If you are the one that makes that call, remember, **STAY CALM** no matter what. That way you will be able to provide the important information to the operator so that law enforcement can best respond and get the situation under control." Ask for volunteers to read the items below.

Once it is safe to do so—and only when it is safe, call 911. Stay **CALM**. Remain alert for potential additional attacks. Give the 911 operator or law enforcement the following information:

- Address of location in which shooting is taking place, including floor or suite number if in an office.



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- Location of the victims and the active shooter (if know)
- Number of shooters, if more than one (if known)
- Physical description of shooter/s (if known)
- Number and type of weapons held by the shooter/s (if known)
- Number of potential victims at the location (if known)

Stay Calm!

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

TRAINER: *"This section is just as important as all the rest because once law enforcement arrives, we want to all do what is needed in order to allow them to get the situation under control and capture the active shooter." Ask for volunteers to read the items below.*

Law enforcement's immediate purpose and priority when arriving to the scene is to stop the active shooter. It is important that everyone in the area cooperates fully and not deter them from doing their job.

- Remain calm, and follow the instructions of law enforcement officers.
- Put down any items in your hands. Keep your hands where they can be seen at all times. Law enforcement officials look at your hands to determine if you are a threat. Any items in your hands could cause a reaction.
- Immediately raise hands and spread fingers.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety. Officers are already on high alert. Any sudden movements could trigger a reaction.
- Avoid pointing, screaming, and yelling.
- Do not stop to ask officers questions when evacuating, just proceed in the direction in which the officers are directing you. Let them do their job to secure the premises as soon as possible.

AFTER THE INCIDENT

It is important that site leadership ensure that all employees are accounted for once an active shooter incident has ended. Therefore, do not leave the area until you are told it is okay for you to do so. This will prevent uncalled for panic if someone is unaccounted for during roll call. **TRAINER:** *Ask employees if they know where the roll call location is at the worksite. Everyone should be aware that this is where they should gather once it is safe to do so. It is important that we can account for every one of our employees who was present at the worksite during the active shooter incident.*

Our greatest concern after an active shooter event is the safety and well-being of each employee. While at the scene, your Project Manager or most senior JOI leadership member will gather information related to victim identities and extent of injuries, if any, and relay this information to the HR Department or the JOI Safety Officer. The HR Department will communicate information regarding mental health services for employees as well as an action plan via the Project Manager to have employees return to work.

A JOI Post Incident Review Committee will conduct an After Action Report to identify the major events, all lessons learned, and review any new initiatives developed or identified in the exercise/incident. Should changes to the Active Shooter Response Plan be needed, this will be communicated and reviewed with all JOI employees at the site or company-wide, as necessary.

TRAINER: *"We have reviewed a lot of important information that will help all of us know what to do in the unlikely event we find ourselves in the vicinity of an active shooting. While we all hope that we will never have that awful experience, it is important that we have the knowledge so we can be prepared both mentally and physically. Let's take the quiz to see how much you have learned during this training."*



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TEST YOUR KNOWLEDGE

1. There is not much that a company or an individual can do to prepare for a possible active shooter incident. You just have to do the best you can. T F
FALSE: As this training outlines, there is a lot that a company and each of us can do to prepare if we find ourselves in an active shooter incident. We can stay alert and aware of our surrounding at all times, know where the nearest exits are, report any suspicious or disturbing behavior, and remember the **RUN, HIDE OR FIGHT** information we reviewed.
2. A person only needs to know what to do if an active shooter event happens at work. T F
FALSE: An active shooter event can happen *ANYWHERE*. That is why you need to stay vigilant wherever you go.
3. It is important that you always stay aware of your surroundings and identify the nearest exits in the event you need to flee the area quickly. T F
TRUE: Knowing where the nearest exits are will help you be able to flee an area quickly if needed.
4. There are certain behaviors in a person that, if observed, will let you know for certain that a person will be an active shooter. T F
FALSE: While we reviewed certain behaviors that we should be aware of and report if you have a serious concern, these behaviors does not mean that the person is an active shooter or is intended to diagnose violent tendencies.
5. If you notice suspicious behavior or activity at the worksite, you should keep it to yourself because you don't want to get anyone mad. T F
FALSE: If you notice suspicious behavior or activity at the worksite that causes you serious concern, report it immediately to your Supervisor, Project Manager, HR Department or JOI's Safety Officer.
6. A person's best course of action is to run away from an active shooter as quickly as possible if they are able to do so safely. If not, finding a good hiding place where the shooter is less likely to find you, is the next best thing. T F
TRUE.
7. During an active shooter event, you should only call 911 if it is safe for you to do so. T F
TRUE.
8. What are some of the things you need to inform the 911 operator of when reporting an active shooter event that is occurring?
Address where shooting is taking place (including floor or suite number if in an office); how many shooters (if known), physical description of shooter—clothes or any other identifying items (if known), type(s) of weapon(s) (if known), number of potential victims (if known).

Name: _____

Worksite: _____