

# Backbonology® Tough Decisions

## Best Practices for Planning & Training for an Active Shooter

Active shooter<sup>1</sup> incidents have increased at an alarming rate. As a leader or manager of public and private workplaces, educational institutions, places of worship, and public meetings we need to reduce the risk of active shooter incidents through preparation to respond to protect our people. This document has been created as a resource to assist you with the development of your own Active Shooter Response Training. Several websites have been included with detailed information to assist you. It is recommended that a program on active shooters be developed to train every employee and to include this training in new employee orientation. The information below may not be applicable to every organization; however, you should follow those that will permit you and your employees to respond effectively to an active shooter event.

### Emergency Action Plan (EAP)

The first step in planning and responding to an active shooter, is to develop and maintain an up-to-date Emergency Action Plan (EAP). An EAP is a detailed written document of the appropriate response to various types of emergencies. When followed, an EAP can greatly reduce personal injuries in the event of an emergency. Your EAP should be unique to your organization and facility. Here are some resources to assist you to develop and communicate your EAP.

- Pocket Card: [Active Shooter Response Pocket Card](#)
- Booklet: [Active Shooter Response Booklet](#)
- Poster: [Active Shooter Response Poster](#)
- Guide: [EPA Checklist](#)
- Template: [Developing a Customized EAP](#)
- Homeland Security Website: [Active Shooter Preparedness](#)
- Homeland Security Plan with Resources: [Public Gathering Security](#)
- Sample College Active Shooter Plan: [University of Miami Medical Center](#)

### Active Shooter Run, Hide, Fight Training

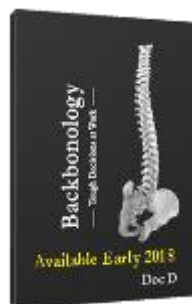
1. Form a team of at least three people, to build the training program on this topic. They do not have to be all from human resources (HR) – preferably not since employee safety and working together in a crisis is everyone's responsibility – not just HR.
2. At least one team member, preferably all team members, take the free, one-hour long, online Department of Homeland Security Active Shooter Course (IS-907 Active Shooter: What You Can Do) with an introduction located on the web at: [www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness), read the Active Shooter Preparedness Fact Sheet, and take the IS-907 course located at: <http://www.training.fema.gov/is/crslist.aspx>.
3. Employee attendance should be mandatory. As an employer, you can create this training to be online if you can track their training and issue certificates on line and track their course completion. If you have face-to-face presentations, you may have to have multiple sessions to accommodate all employees. If you operate multiple shifts you will need to make some accommodation to ensure they receive the presentation. Another option – have all employees take the IS-907 training.

4. Track attendance through sign-in sheets so that when they complete the course the team members will send them a Certificate of Completion and include a copy of the certificate in their personnel file.
5. Consider an agenda for your training program to include at least some of the following;
  - 5.1 The CEO or high-level executive should open the meeting to ensure the importance of this meeting comes from the highest levels.
  - 5.2 The Team presents the information from the Department of Homeland Security Training course mentioned above (IS-907).
  - 5.3 A presentation of a video to illustrate Run, Hide, Fight. Many versions exist in YouTube. Ideally a video created by the team or within the organization makes the greatest impact.
  - 5.4 An active shooter scenario with people playing the various parts carries a long-term memory of the training. The inclusion of audience members in the scenario will amplify the training.
  - 5.5 Break the employees into small groups to discuss how they would respond to an active shooter and they should report their results back to the main group (or at least a sampling of the groups should – depending on time and size of the group).
  - 5.6 Allow time for Questions and Answers.
6. Close with a Homework assignment to be reviewed by each department's supervisor for the employee to plan one or more emergency escape path from their work area.

This outline or the training you develop does not have any warranties or any promises except for the fact that you as an employer have taken due diligence to ensure the best working conditions as possible in this area. It also communicates that as an employer:

- You define your expectations of your employees.
- You show you make an effort to grow and improve the skill set of your employees.
- You are interested in their welfare and safety as an employee and a person.

Do Great Things!      David P. Bugay, Ph.D. (“Doc D”)



Watch for the book, *Backbonology®: Tough Decisions at Work* in early 2018!