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# Active Shooter: What Can You Do?





# Active Shooter Situations



- Unpredictable
- Evolve quickly
- Continue until stopped by law enforcement, suicide, or intervention



# How to Respond

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

- Evacuate
- Hide Out
- Take Action



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GOVERNOR'S STERLING AWARD RECIPIENT

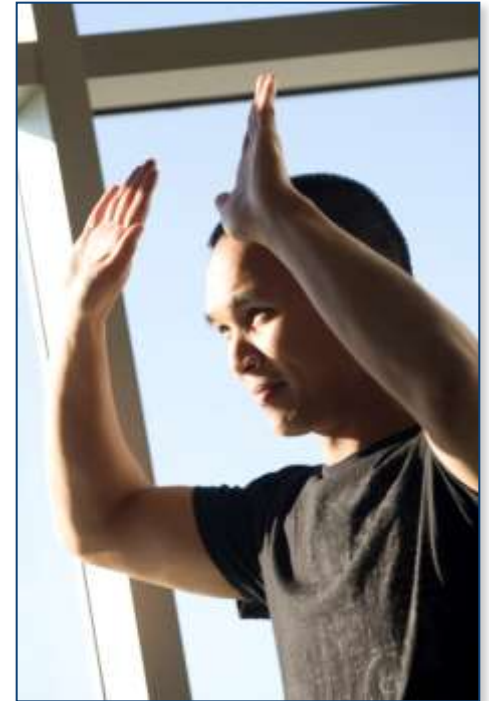
# Evacuate (1 of 2)

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Evacuate regardless of others
- Warn/prevent individuals from entering



# Evacuate (2 of 2)

- Do not attempt to move wounded people
- Keep your hands visible
- Follow police instructions
- Call 911 when safe



# Hide Out

Your hiding spot should:

- Be out of the active shooter's view
- Provide protection if shots are fired
- Not restrict your options for movement



# Keeping Yourself Safe While Hiding



If the shooter is nearby:

- Lock the door
- Hide behind large item (e.g., cabinet, desk)
- Silence cell phone/pager
- Remain quiet



# Important Information

Provide law enforcement or 911 operators with:

- Location of shooters
- Number of shooters
- Physical description of shooters
- Number and types of weapons
- Number of potential victims



# Take Action



As an absolute last resort:

- Act as aggressively as possible
- Improvise weapons and throw items
- Yell
- Commit to your actions

# The Role of Law Enforcement

Immediate purpose:

- Stop the active shooter
- Proceed to the area where the last shots were heard
- First priority is to eliminate the threat



# Additional Officers and Rescue Teams

Teams may:

- Wear bulletproof vests, helmets, and other equipment
- Be armed with rifles, shotguns, and/or handguns
- Use pepper spray
- Shout commands
- Push individuals to the ground for their safety



# Reacting to Law Enforcement

- Remain calm
- Put down any items
- Raise your hands and spread fingers
- Avoid quick movements
- Avoid pointing, screaming, or yelling
- Proceed in the direction from which officers are entering



# Safe Location



Stay in the area controlled by law enforcement until:

- The situation is under control
- All witnesses are identified and questioned



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# How To Prepare



- Develop an Emergency Action Plan
- Conduct training
- Recognize indicators of potential workplace violence



# Developing an Emergency Action Plan

Get input from:

- Human Resources department
- Training department
- Facility owners/operators
- Property manager
- Local law enforcement and emergency responders





# Components of an Effective Plan

- A preferred method for reporting different types of emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments
- Contact information for individuals to be contacted under the Emergency Action Plan
- Information concerning local area hospitals
- An emergency notification system to alert various parties to an emergency





# Conducting Training



Employee training should include:

- Identifying the sound of gunfire
- Reacting quickly
- Calling 911
- Reacting when law enforcement arrives
- Adopting a survival mindset during a crisis

# Meet Everyone's Needs

Ensure that emergency plans assess and provide for every individual's functional needs:

- Hearing or sight impairment
- Limited mobility
- Limited or no English proficiency



# Responsibilities of the Facility Manager (1 of 2)

- Institute access controls
- Distribute critical items
- Assemble crisis kits
- Activate the emergency notification system
- Ensure two evacuation routes
- Coordinate with the facility's security department



## Responsibilities of the Facility Manager (2 of 2)

- Post evacuation routes
- Place removable floor plans near entrances and exits
- Include law enforcement and first responders in training
- Encourage active shooter training
- Foster a respectful workplace
- Be aware of workplace violence indicators



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# Workplace Violence Indicators

- May be a current or former employee
- May display characteristics of potentially violent behavior



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# Responsibilities of Human Resources

- Conduct effective background checks
- Create system for reporting violent behavior
- Make counseling available
- Develop a plan dealing with an active shooter situation



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# How To Follow Up

Its important to:

- Manage consequences
- Capture lessons learned

Resulting outcome:

- Promotes well-being of those involved
- Facilitates preparedness for future emergencies





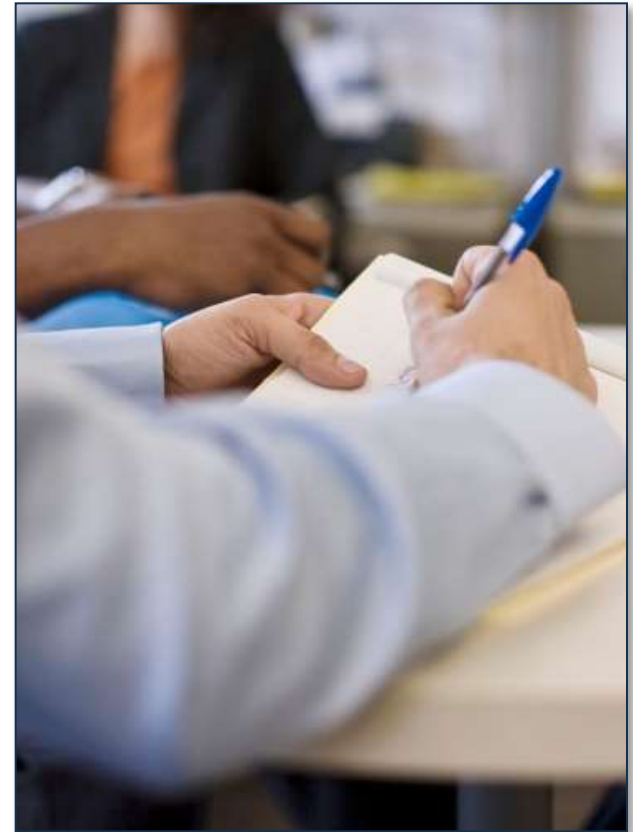
# Managing the Consequences

- Determine who is missing or injured
- Determine a method for notifying families
- Assess psychological state of individuals
- Identify and fill critical personnel or operational gaps



# Lessons Learned

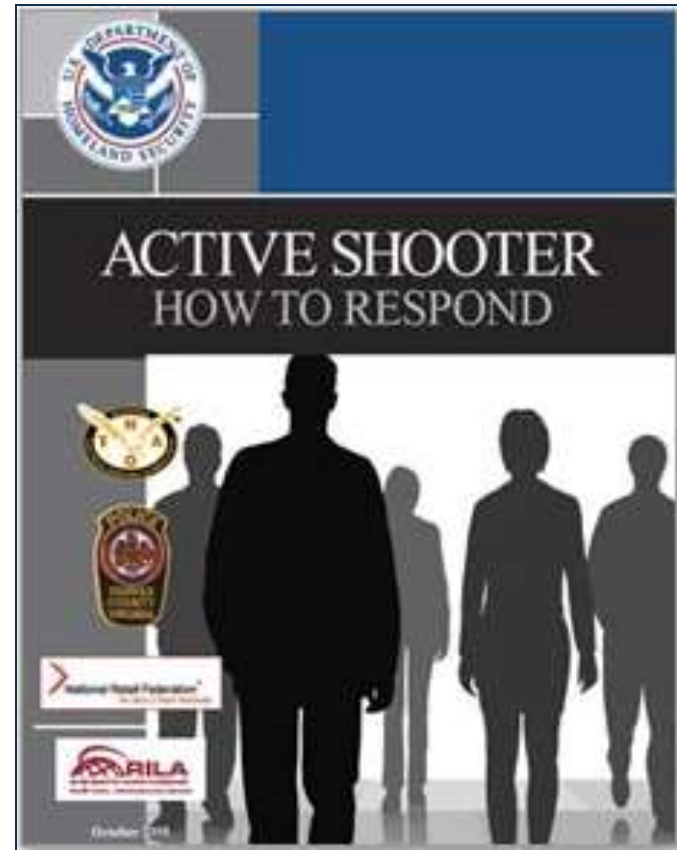
- Document response activities
- Identify successes and failures
- Provide analysis of existing plan effectiveness
- Describe plans for improvements



# Workplace Violence Resources

Resources include Active Shooter:

- Booklet
- Pocket Guide
- Poster



# Course Summary

- Evacuate, hide, take action
- Call 911 when it is safe to do so
- Always recognize the two nearest exits
- Be aware of your environment and possible dangers

