



Active Shooter Incidents

An active shooter is someone in your building actively causing death and/or serious bodily injury, usually through the use of a firearm. It is a dynamic and rapidly evolving situation which calls for immediate action on everyone's part.

Active shooter response includes both your actions to secure your building/work place, and the aggressive action of the first responding law enforcement officers on the scene to locate the suspect(s) and eliminate the threat.

"Safe areas" are locations where employees can barricade themselves and provide an additional physical obstacle to an intruder. Ideal "safe areas" meet the following criteria:

- Offices within work areas
- At least 1 lockable door removed from a hallway or entrance way
- Solid wood or steel door that can be locked from the inside
- Located on an exterior wall, preferably with a window which would facilitate evacuation if needed

a. If you witness any armed individual shooting at people or hear gunshots inside the building verbally announce "ACTIVE SHOOTER IN THE BUILDING" or "AN ACTIVE SHOOTER HAS ENTERED THE BUILDING". This must be loud enough to alert other work areas within the building. Each individual should continue to give the alarm to ensure the entire building has been notified.

b. If the shooter is outside the building announce that "AN ACTIVE SHOOTER IS OUTSIDE THE BUILDING".

c. Remain calm and don't panic. Immediately close and lock all doors within your work area leading to hallways. If there is time, secure your area by locking all windows and turning off the lights.

d. Immediately proceeded to a "safe area" and lock the door. Leave papers, equipment, purse, and personal items in the room. Take a position away from the door and behind cover, such as desks and file cabinets and remain silent and limit movement. An active shooter situation is dynamic and rapidly evolving; you will have to determine for yourself where an appropriate "safe area" is based on the circumstances.

e. It is best practice to spread personnel over multiple "safe areas" if your area presents this option. This prevents a mass or multiple victim/hostage situation by not consolidating everyone into one location.

f. If you have the opportunity, call 112 or DSN 360-7555 CIV 046-443-7555 (Military Police) to report as many details as possible about the situation such as:



- Your location
- Number of shooters
- Shooter's description(s)
- Type of weapons or explosions
- Shooter's location
- Direction of movement

g. If you can't speak, leave the line open so police can hear what's going on.

h. Unless absolutely necessary to protect your own life, **DO NOT** attempt to flee out windows or doors. Responding law enforcement personnel will have a difficult time determining innocents from suspects in the initial chaos. Fleeing will only add to this confusion.

i. After law enforcement officers terminate the active threat, they will continue to clear the building. This will consist of a thorough search of the building to check for additional suspects. **DO NOT** leave your "safe area" until you are found/directed by law enforcement officers.

j. If a law enforcement officer points a firearm at you, remain calm and do not make any movement that may cause the officer to mistake your actions for a threat.

k. When law enforcement officers locate you or your group, they will escort you out of the building. Remain calm, keep your hands above your head, listen, and follow all instructions that may be given.



ENCLOSURE 1

