

NBSIA Member Services Safety Bulletin

January 2016

ACTIVE SHOOTER AWARENESS: PREVENTION & PREPAREDNESS

Workplace violence can occur anywhere at any time. It is important to plan for the unthinkable now, and know how to spot potential violent outbreaks in order to prevent tragedy in the future.

Recognizing Signs of Potential Workplace Violence

Indicators of potentially violent behavior may include:

- Increased use of alcohol and/or drugs
- Unexplained absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Severe mood swings; unstable or emotional responses
- Increase in comments about problems at home
- Increase in unsolicited comments about violence, firearms, or dangerous weapons and violent crimes

How to Respond in the Event of an Active Shooter

Do you know what to do if an active shooter enters your vicinity? Make sure that your entire workplace is aware of this life-saving information. It is recommended that management regularly go over these steps with employees, especially at the beginning of meetings and events. Keep postings in high-traffic areas such as break rooms, conference rooms and rest rooms to help employees remember the protocol.

RUN - If an active shooter enters your vicinity but is not immediately in your area, your **first and best option** is to escape. Get out of the area and away from the shooter. Always keep in mind the best escape route for any location that you are in. Where are the doors and windows? What path of escape might you take? Leave all of your belongings and flee. Be sure to keep your hands visible and in the air. When law enforcement arrives, this will help them identify that you are not the shooter.

HIDE - If the shooter is too close for you to escape, your **second best option** is to hide. Hide in an area out of view. Block entry to your hiding place, lock doors and windows.

If a safe path is available:



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route for any location that you are in. Where are the doors and windows? What path of escape might you take? Leave all of your belongings and flee. Be sure to keep your hands visible and in the air. When law enforcement arrives, this will help them identify that you are not the shooter.

If you can't get out safely:



Hide in an area out of view. Block entry to your hiding place, lock doors and windows.

As a last resort,



FIGHT - This is an absolute **last resort**. If the shooter is in your immediate area and you have no other option,

make every effort to incapacitate the shooter. Act with physical aggression—throw items and block their way.

CALL 911 WHEN IT IS SAFE TO DO SO

How to Respond When Law Enforcement Arrives

- Remain calm and follow officers' instructions
- Raise your hands in the air and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers (such as attempting to hold on to them for safety)
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to Provide to Law Enforcement or 911

- Location of the victims and the active shooter
- Number of shooters
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Source:

http://www.dhs.gov/sites/default/files/publications/active_shooter_poster_508.pdf

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Keep a copy of this bulletin in your Injury and Illness Prevention Program (IIPP) binder and be sure employees receive a copy.