

# KEAN UNIVERSITY

## Active Shooter Incident Employee Response Checklist

### Immediate Considerations

- ✓ Campus Alert
- ✓ Develop a Survival Mindset.
- ✓ Quickly identify what is happening.
- ✓ Identify where it is happening.
- ✓ Can I safely get out?
- ✓ Should I shelter in place and hide?

### Evacuate the area if you can:

- ✓ Move quickly to an exit without exposing yourself to danger.
- ✓ Leave your personal belongings behind.
- ✓ Alert others to danger.
- ✓ ***DO NOT*** activate the fire alarm. This may place others in danger as they evacuate.

### Shelter in Place and Hide:

- ✓ Stay out of sight and use available cover (concrete walls, thick desks, filing cabinets, etc.) to protect yourself from potential bullets.
- ✓ Lock and barricade doors.
- ✓ Keep remaining occupants calm, quiet and out of sight.
- ✓ Turn off all lights.
- ✓ Close blinds.
- ✓ Block windows.
- ✓ Turn off radios and computer monitors.
- ✓ Silence cell phones.

### Spread Out:

- ✓ Do not huddle together in groups.
- ✓ Remain calm and quietly develop a plan in the event the attacker enters your room or area.

### When Safe Contact:

- ✓ Dial 9-1-1.
- ✓ Call Dispatch Center (908-737-4800)

### Last Resort Actions if the Shooter Enters:

- ✓ The shooter will continue to shoot and attempt to kill until he/she is stopped.
- ✓ Be prepared to do whatever it takes to survive.
- ✓ Be as aggressive as you can, yell, throw things, use improvised weapons to distract and overcome the attacker.

### What to Report:

- ✓ Your exact location (building name, floor, office/room number).
- ✓ Number of people at your specific location.
- ✓ Injuries (number of people and types).
- ✓ Attacker(s) location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or handgun), backpack, shooters identity if known, sound of where gunfire was heard, etc.

### Police Response:

- ✓ Officers may move past you, as their objective is to immediately engage attacker(s).
- ✓ Officers may wear regular uniforms or tactical uniforms with external bulletproof vests, Kevlar helmets and be armed with rifles.
- ✓ Officers will evacuate victims only after the threat has been eliminated.
- ✓ Weapons may be pointed at you.
- ✓ You may be searched and handcuffed.
- ✓ Do not make sudden movements or run towards the officers.
- ✓ Raise your arms and show your **EMPTY** hands.
- ✓ Remain in a secure area until escorted out by an officer.

\*For additional information on responding to an Active Shooter incident log on to  
[http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)



# ACTIVE SHOOTER HOW TO RESPOND



**National Retail Federation**  
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**RETAIL INDUSTRY LEADERS ASSOCIATION**  
*Retail's Future... Educate, Innovate, Advocate*

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## PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter 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 situation.

### Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911  
WHEN IT IS SAFE TO DO SO!**

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

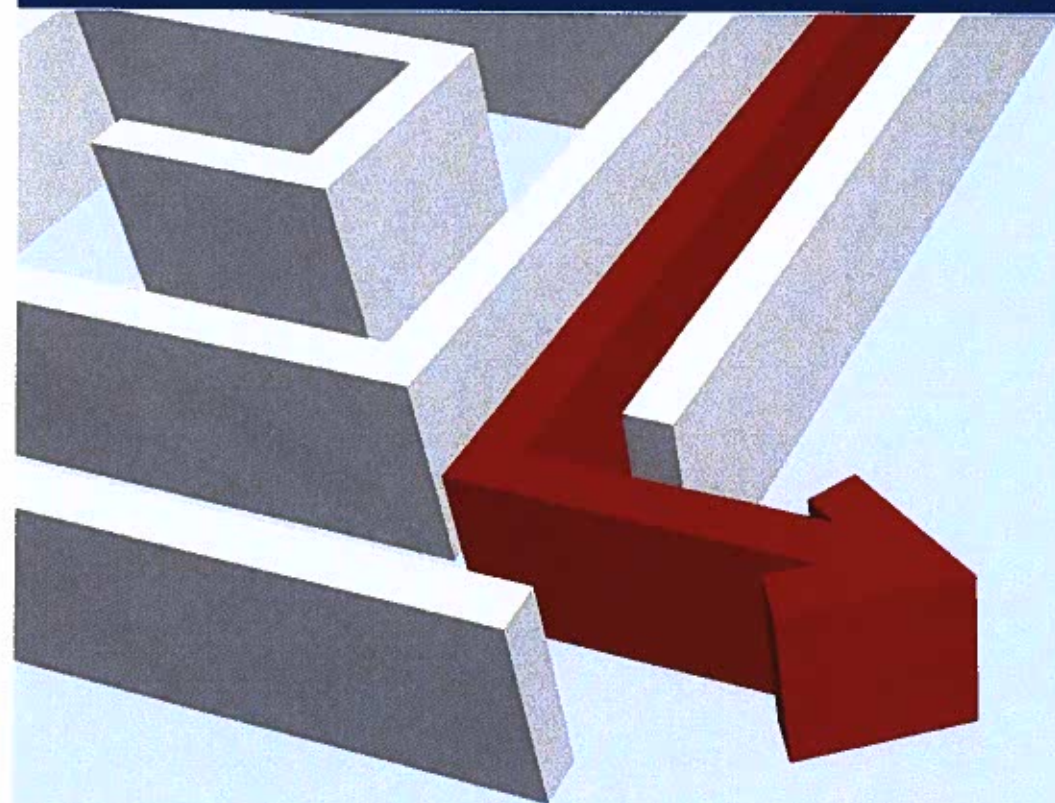
If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### 3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions





## TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

### Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
  - Individuals at remote locations within premises
  - Local law enforcement
  - Local area hospitals

### Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
  - Evacuating the area
  - Hiding out
  - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

## PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below:

### Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

### Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
  - Floor plans
  - Keys
  - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
  - radios
  - floor plans
  - staff roster, and staff emergency contact numbers
  - first aid kits
  - flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

## RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

### Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia. (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes





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