# Active Shooter Drill Overview

This is a three part exercise that can be done in about 10-20 minutes. It is not always possible to do all or parts of the exercise depending on the setting. For instance, Part II may need to be modified to discussion only if it would disrupt patients/residents/ visitors in the area.

## Start

This drill will focus on your response if the shooter is in your immediate area. Remind the group that each person is responsible for their safety and should assess their options. **RUN / HIDE / FIGHT**

## Part 1: Run

When possible, gather group in a central area of the work place.

In an active shooter scenario, the primary focus is to keep yourself safe. Getting out of the danger zone should be the first response option considered. Take others with you, if it is possible to do safely. Address any concerns regarding patient abandonment. *Note: The definition of patient abandonment does not include a care provider running to safety when his or her life is at risk.*

Remind staff that when they are in a safe location they should **call 911**.

**Ask: How many ways are there to leave this space?** Think about more than the usual exits including pass-throughs and emergency exits. For areas not on a main floor be sure to include all the stairwells. It may be helpful to have a printed floor map with the egress points already marked for reference.

**Ask: how many have used each egress at least once?** Walk and point them out if time permits. Task each of them with walking their escape routes within a specified time (except alarmed emergency exit doors).

Have them consider where all escape routes go. Does the exit door go directly outside or into a corridor? If it’s a corridor do they turn left or right? Remind them it is unnerving to use an unknown route in a crisis especially, going down an unknown stairwell where you don’t know the exit point.

**Ask: What should they do if they encounter Law Enforcement?** Answer:

* Follow any directions given quickly without question.
* Keep your hands visible and open with spread fingers
* Don’t make sudden movements
* Don’t point with one finger or scream

**Ask: Where is their meeting place. Do they have a way to account for staff?**

Remind them not to pull the fire alarm in an active shooter incident. This brings more people to the area and can unlock doors that are normally locked.

## Part 2: Hide

**Discuss what a person should look for in an ideal hide-out location.** Answer:

* Conceals you from view
* Protects you from stray bullets (metal, thick, multiple layers)
* Easily defendable
* Offers escape route
* Can be locked or barricaded
* Accessible communication method (phone, computer)

Remind them it is important to turn off lights and turn off cell phone/pager (vibration or light from a device can reveal a location). Once hidden, don’t move until law enforcement arrives and the area is clear.

**Practice:** Tell the group you are going to remain in your location for 20 seconds, when you say, “go” they need to hide, using the demonstrated skills. Tell them what area they are allowed to hide in and that the exercise will last until the count of 60.

Send them out and start counting to 20.

Start searching, counting out loud to 60 as you proceed. (Like hide and seek, point to those you can see/find.)

At 60 call out an “All Clear”, gather them, and ask them to evaluate how they did.

## Part 3: Fight

Fighting is a last resort. The keys are:

* Surprise
* Speed
* Violence of action
* Focus on the weapon
* Keep attacking
* Work together

Solicit input from the group about what items can be used as an improvised weapon:

* Sharp objects – scissors, pens
* Hard objects – metal stapler, phone, briefcase
* Heavy objects – file drawer, chair

How can you work together to fight?

**Send participants to their usual or similar work area, find an item that can be used as an improvised weapon(s), bring it back**

**Ask participant to share their items with the group and describe how they would use it (no action).**

## Debrief (Hotwash)

**Have the group discuss strengths and areas for improvement.**  Steer the conversion to avoid any blame towards a particular individual. Focus on updating procedures/guidelines and training gaps.

Highlight good/interesting things and opportunities for improvement.

Spend a couple of minutes answering any questions, praising good performance during the exercise, and encouraging them to practice their skills as appropriate.

Encourage participants to always be aware of their surroundings. They should walk their escape routes and evaluate their surroundings for hiding spots and potential weapons. If they see something suspicious or concerning they should report it to security or their supervisor.