



NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

ACTIVE SHOOTER

and
HOW TO RESPOND

RUN! HIDE! FIGHT!

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 firearm(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

- Always be aware of your surroundings, environment, and any possible dangers.
- Take note of potential escape routes *in any facility* you visit.
- Have a working knowledge of your facility (i.e. exits and evacuation routes).
- 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.
- When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.
- Complete annual Active Shooter training.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- Quickly determine the most reasonable way to protect your own life. Remember that researchers, volunteers, and guests are likely to follow the lead of NARA employees and managers during an active shooter situation. You should help others escape or hide, if possible, but not if it endangers you or risks your own life.

1. RUN! If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands empty and visible at all times
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE! If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY (CONTINUED)

To make it harder to find you:

- Silence your cell phone and/or pager
- Turn off any sources of noise (i.e. radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- Remain calm
- Dial 911, if possible, or alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT! 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:

- Act as aggressively as possible against him/her
- Throw items and improvised weapons
- Yell
- Commit to your actions

HOW TO REACT WHEN HELP ARRIVES

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They MAY also call upon able-bodied individuals to assist in removing the wounded from the premises.

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

HOW TO REACT WHEN HELP ARRIVES

How to react when law enforcement arrives:

- Remain calm, and follow officer's instructions
- Keep your hands empty and visible at all times. Do not carry any items (i.e., bags, jackets, in your hands)
- Immediately raise hands and spread fingers
- Avoid making quick movements towards officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling

Once you have reached a safe location or an assembly point:

- You will likely be held in that area by law enforcement until the situation is under control
- All witnesses will be identified and questioned.
- Do not leave until law enforcement authorities have instructed you to do so.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Identity of shooter if you know who it is
- Number and type of weapons (handgun/rifle) held by the shooter(s)
- Number of potential victims at the location

OCCUPANT EMERGENCY PLAN (OEP): GUIDANCE FOR ACTIVE SHOOTER OR HOSTILE PERSON(S)

Every NARA facility has an OEP. An OEP establishes basic procedures for addressing emergency situations in an effective and methodical manner by establishing a command structure and an action plan for various disasters or emergencies that may occur. The plan applies to all occupants of a facility.

Below are some points to familiarize you to guidance for active shooters or hostile person(s)

➤ **Location of Active Shooter Action Plans**

- Location-designated officials and Occupant Emergency Plan (OEP) leadership must review their plan annually.
- All locations must exercise their plan annually.

➤ **Office Level Active Shooter Action Plans**

- All NARA office and work teams must have a plan.
- When offices and small teams discuss their plan, consider:

RUN!

- What are all the exit options in my facility?
- Where do I go once outside?
- What do I do once outside?

HIDE!

- Where are the locations I can hide?
- What are the objects I can use as a barricade?

TRAINING RESOURCES AND CONTACT INFORMATION

FIGHT!

- What objects in my area can I throw?
- Are there things I can spray?
- What distractions can I create?
- Is there a way several people can take action?

• **Duress Buttons**

- If you are near a known duress button and can safely push it without jeopardizing your life, push the duress button.
- The duress alarms are silent and will not sound when pushed.
- When the duress button is pushed, this will send a signal to the emergency dispatcher who will dispatch an officer(s)

• **Calling for Help**

When it is safe to do so, call for help and provide the following information to the emergency dispatcher

- Location of the active shooter/hostile person(s)
- Number of active shooter(s)/hostile person(s)
- Physical description of shooters/hostile person(s)
- Identity, if you know who it is
- Number and type of weapons the shooter/hostile person(s) have
- Number of potential victims at the location

OCCUPANT EMERGENCY PLAN: RESOURCES FOR ACTIVE SHOOTER OR HOSTILE PERSON(S) (CONTINUED)

➤ OEP Activation

Upon notification of active shooter or hostile person(s) inside or outside the building, the designated official or alternate and/or security guard force, if applicable, will initiate emergency procedures and an emergency notification call.

➤ Security Guard Force (if applicable)

If the site has a security guard force, do not dispatch them to seek and engage the suspect(s).

Security officers will contain the situation until police arrive and will assist police as needed.

➤ Notification About Active Shooter

Your initial notification about an Active Shooter may be the sound of gunfire or seeing an individual running and yelling.

You may or may not receive any PA system or email notification as an Active Shooter situation unfolds. If you do receive a notification, then immediately take action to run and escape the facility.

➤ Post-Incident Action to Take

The Designated Official or Alternate and/or the Security Guard force (if applicable) retain any CCTV recordings for investigation/evidence and complete an Incident Report.

TRAINING RESOURCES

Your response to an active shooter situation is discussed in the Annual Safety and Security Awareness Training located in LMS and is mandated annually. All Occupant Emergency Plans (OEP) must include an Active Shooter Plan. All locations must exercise their plan annually.

Below are some additional resources you can use:

- NARA ICN has good content on active shooter. Just search “active shooter” in the search bar.

Active Shooter, What You Can Do is an excellent training course located at the Emergency Management Institute along with others about Workplace Violence:

IS-906 Workplace Security Awareness

IS-907 Active Shooter: What Can You Do

NARA LMS has an excellent 1-hour recording of Active Shooter Training conducted at Archives II that can be accessed at the link below:

<http://onlinevideoservice.com/clients/nara/082316/>

If you have any questions or concerns, contact NARA Security at physical.security@nara.gov or call 301-837-0400 during duty hours. If you have any emergency, call 911 to contact your emergency services provider.

EMERGENCY NUMBERS

- Emergency Services: _____
- Local Emergency Information Line: _____
- Local Police Department: _____
- Local Fire Department: _____
- Local Hospital: _____
- Local FBI Field Office: _____
- Facility Security: _____
- Facility Address: _____

- Floor: _____ Suite:/Room: _____
- Office Number: _____ Ext.: _____



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