**Active Shooter Seminar and Drill**

**Pre-Event Planning**

**List for Active Shooter Committee Members**

* Administration
* Security
* Safety
* Transportation
* Parking
* Event planner/room coordinator
* Risk management
* Social worker
* Human Resources
* Case management
* Emergency room
* Emergency management/disaster coordinator
* Plant Services/Facilities
* Nursing
* Physician/Medical staff
* Environmental Services
* Lead Facilitator
* Lead Observer
* Lead Ambassador
* Lead Scribe
* Law enforcement
* Liaison
* Training officer
* Safety officer
* Identified agencies who have been in your ER
* Hosting facility liaison

**Develop the following (templates provided on HASC website):**

* MSEL
* Active Shooter Scenario
* Victims Cards
* Safety Word
* Safety and Security Rules
* Safety Checklist
* Hold Harmless and Use of Image Agreement
* Pre and Post Surveys
* Conference and Drill Agenda
* Scribe Template
* Drill Flier
* Program Script
* Confirmation of Attendance
* Develop well defined job action sheets (JAS) to build cohesive teams for the following:
* Event Coordinator
* Lead Facilitator
* Assistant Facilitator
* Lead Safety Officer
* Assistant Safety Officer
* Medical Safety Officer
* Scribes
* Observers
* Ambassadors
* Active Shooter Staffing Plan
* Media Advisory
* Nature of Event Notice
* Panelist Standard Agreement
* Final Confirmation

**Filming of Event**

* Develop key messages in advance of filming

**Equipment Needed**

* Tables
* Chairs
* Hand held radios
* Cell phones
* Microphone
* Projector
* Laser pointer
* Group color signs on a stick
* Map of site with restrooms and exits clearly marked
* Easels for:
* Parking notice
* Event notice
* Warning signs

**Scribes**

* Require scribes to be a-part of the walkthrough
* Talk with them and prepare them for the activities so they are less apt to get drawn into the action.
* Make sure they are willing to perform the job.
* Should record the actions / facts of the events as they transpire.
* Ideally scribes will be content experts and can evaluate the events against the MSEL

**Ambassadors**

* Walk area and determine on a map where the ambassadors are to be positioned.
* Have schedule of events for rotation of ambassadors to include pre, during and post event
* Meet with all ambassadors to walk the event site to ensure they are familiar with location including each event location, restrooms, exits, and parking.
* Provide schedule to each ambassador
* Develop roster of cell phone numbers or have radios available
* Have color signs on sticks for participants to follow.

**Venue**

* Verify all space in writing from host contact
* Make sure access to the facility is readily available
* Develop an alternate plan.
* Access to:
* Elevators
* Stairways
* Fire access

**Presenter and Panelist**

* Review presenter/panelist requirements and assure fulfillment; review any special check-in requirements and communicate

**Vendor and Sponsor**

* Review vendor/sponsor requirements and assure fulfillment; review any special check-in requirements for vendors/sponsors and communicate

**Participants**

* Provide all participants a detailed map so they are able to find their way around the campus
* Provide everyone with a safety checklist. Have the checklist on a color paper so participants can easily reference when the event coordinator reviews.
* Provide all participants with a release form
* Inform all participants in writing there will be no photography of videoing.
* State requirement upfront and clearly
* It is a controlled environment

**Communication**

* Test hand held radios
* Test cell phones
* Develop contingency plans

**Signage**

* Walk area and designate on map the locations signs are to placed
* Transportation run times “Shuttle Pick-up; Please wait here; Shuttle runs every XX minutes.”
* Signage for law enforcement parking area
* Parking sign for attendees “Drill Attendees Parking”
* Drill Currently in Progress, Authorized Personnel Only

**Photographing and Videoing**

* Inform participants in writing there will be no photography of videoing
* State requirement upfront and clearly
* It is a controlled environment

**Audio and Visual Equipment**

* Make sure hosting audio visual (AV) equipment is available and operational
* Verify – by sight and in writing
* Ensure equipment is appropriate for the event
* Verify the hosting facility has the appropriate equipment set-up and it has been tested
* Arrange for facility’s A/V staff to attend the event to troubleshoot
* If not, contract with a reputable AV company

**Housekeeping**

* EVS representative at event to coordinate housekeeping efforts
* Trash removal—be sure to have telephone access to maintenance
* Ensure restrooms are accessible and unlocked
* Restrooms cleaned and maintained during the event
* Plenty of paper towels and soap

**Order adequate safety material**

* Safety officer vests
* Observers vest
* Scribes vest
* Facilitators vest
* Safety goggles
* Ear Plugs

**Other Events and Activities**

* Consider the proximity of other events and activities to drill locations.
* Send event or activity coordinator notice of the nature of the drill.
* Provide each coordinator with a script to read to their event or activity participants to send a clear and consistent message on the nature of the drill.

**Air Conditioning**

* Ensure environmental controls are in place.
* Plan for backup
* If fans are used ensure participants are able to hear anywhere in the room.

**Refreshments**

* Provide water throughout the day
* Provide at a minimum light snacks
* If providing lunch order extra for the law enforcement participants (high metabolism)

**Day of Event**

If possible have everything set up and verified the day/evening prior to the event.

All staff arrives at a pre-designated time and location for check in.

* Verify all event staff is present.
* Arrange for any missing staff members.
* Begin pre-event set-up.

Arrive early to verify the location is set-up properly.

* Verify there is adequate furniture (tables, chairs) and everything is set up correctly
* Verify the hosting facility has the appropriate equipment set-up and it has been tested. Have hosting facility’s A/V staff present to troubleshoot.

Verify signage is posted in the proper locations.

* Transportation run times “Shuttle Pick-up; Please wait here; Shuttle runs every XX minutes.”
* Signage for law enforcement parking area
* Parking sign for attendees “Drill Attendees Parking”
* Drill Currently in Progress, Authorized Personnel Only

Verify access to the facility is available, if not prepare for an alternate plan. For instance, access to:

* Elevators
* Stairways
* Fire access

Verity site’s audio visual (AV) equipment is available and operational. If not, have site’s A/V personnel correct issue.

Position ambassadors according to pre-planning schedule

**Registration**

All participants must register and sign a release, including

* Committee members
* Vendors
* Staff
* Speakers

Verify everyone has signed a release

Provide all participants a detailed map so they are able to find their way around the campus

Provide everyone with a safety checklist. Have the checklist on a color paper so participants can easily reference when the event coordinator reviews.

Provide the pre-event survey

Review vendor/sponsor requirements and assure fulfillment; review any special check-in requirements for vendors/sponsors and communicate.

**Event Begins**

Have a person designated to keep the chair focused and on schedule

Announce no videotaping and photography

* State requirement upfront and clearly
* It is a controlled environment
* Indicate what will happen if caught photographing or videoing.

Instruct everyone to complete their pre-event survey. Instruct participants this is their ticket into the drill area.

A general session safety talk should be planned so everyone hears the same information.

* Repeat information and important themes if needed.
* Do not rely on your audience reading the safety information in advance
* Drill attendees that have not attended the safety session may not participate.
* Safety issue - need to be attentive
* Courtesy to the officers and other participants

Use ambassadors to provide directions and escort – vital to smooth operations

Have officer come up and fire off gun instead of perpetrator and have them stay in character throughout the day

Facilitator

* Positioned a safety officer at each exit in the drill locations
* Monitor drills
* Keeps count of shots fired
* Keep time of event
* Position and brief scribes
* Perform a Hot Wash

Safety Officers

* Positioned at each exit in the drill locations
* Designate a safety officer to picks up the “brass” (bullet shells)
* Distribute “safety sticker” for out-of-play persons

Panel Discussion

End of event

Committee meets to discuss hot wash and their thoughts and observations. Scribes document conversation.

**Professional Videoing of the Event**

Have a point person to be executive producer

Have multiple camera crews; multiple views of scenes

Arrange for ‘set-ups’ ahead of time, if possible

Committee should review the raw footage to further evaluate the drills

Develop key messages in advance of filming

# Alternative locations

If a vacant hospital facility is not available an airport hangar can be used and setup as a makeshift hospital.