Subject: Final Confirmation Active Shooter Drill

Dear Participant:

Thank you for registering for the ***HASC Security and Safety Committee’s Active Shooter Drill and Conference***, March 19, LAC + USC Medical Center, 1200 N. State Street, Los Angeles, CA 90033.  Please bring this printed confirmation with you as a reference.

Attending:  Sandra Villalobos, Safety Officer, Rancho Los Amigos National Rehabilitation Center
Confirmation #:
Registration: 7 a.m. – 8 a.m.

Group Assignment:  **Green**

Because your safety and comfort during the exercises are our top concern, we ask that you observe the following guidelines:

1. [Click here](http://www.hasc.org/sites/main/files/file-attachments/mission_rd_parking_lot_10_v2.pdf) for directions to LAC + USC and parking instructions.  Please park in Lot 10 as noted on the map.  Shuttle bus transportation will run between Lot 10 and the hospital.  Please allow additional time for travel to the site. (<http://www.hasc.org/sites/main/files/file-attachments/mission_rd_parking_lot_10_v2.pdf>)
2. Wear comfortable clothing and dress in layers - scrubs are encouraged.  Heating, cooling and ventilation at this older facility may cause the temperature to fluctuate.
3. Wear comfortable rubber-soled footwear to minimize slip-and-fall injuries. The drill will require considerable walking, standing and use of stairs. Please contact Jamila Mayers, jmayers@hasc.org, 213-538-0739, if you have any special needs.
4. For your safety, all participants must attend the program orientation from 8:15 to 9:45 am.  **You will not be permitted to participate in the drill if you do not attend the safety orientation.**  Please review the safety instructions included with this confirmation.
5. Participants are required to sign a waiver.  All waivers must be submitted to the HASC registration staff on March 19 prior to entry.  [Click here](http://www.hasc.org/sites/main/files/file-attachments/release_waiver_of_liability_agreement_dwt2.pdf) to download the waiver.
6. To offer each participant the best training possible, we encourage everyone to participate as an actor in one of the scenarios.  If you prefer **not** to participate, we will equip you with an orange safety vest designating you as an “observer only.” (<http://www.hasc.org/sites/main/files/file-attachments/release_waiver_of_liability_agreement_dwt2.pdf>)
7. Participants and observers are required to wear safety glasses that will be distributed at registration.
8. We invite you to submit questions for our panel at the end of the day.  Index cards will be provided on site for this purpose.  The job action descriptions are provided [here](http://www.hasc.org/sites/main/files/file-attachments/hasc_active_shooter_job_descriptions_final_031113_v3_edits.pdf). (<http://www.hasc.org/sites/main/files/file-attachments/hasc_active_shooter_job_descriptions_final_031113_v3_edits.pdf>)
9. Continuing education hours (CEs) will be provided for BRN, ACHE, and social workers following receipt of your evaluation.  A link for the evaluation will be emailed to you March 20 and your CEs will be received within 15 business days.

**Thanks for your cooperation and for joining us March 19.  The HASC Security and Safety Active Shooter Drill and Conference promises to be a worthwhile learning experience for all.**