Hospital Association of Southern California

Security and Safety Committee

Active Shooter Drill Hot Wash

Tuesday, March 19, 2013

**On-site Logistics / Event Preparation**

* The following should have representation at every meeting to build ‘ownership’ and buy-in to the program (committee members should be prepared to reach out to the varying levels within the departments):
	+ Hosting facility liaison
	+ Administration
	+ Law enforcement
	+ Event planner
* Registration-- all participants must register and sign a release, including
	+ Committee members
	+ Vendors
	+ Staff
	+ Speakers
* Advise participants there will be no cell phone pictures of filming as a professional courtesy to the officers and other participants; no cell phone use at all because of the need to be attentive.
* Have on-site contact verify all space in writing.
* Review presenter materials beforehand; prepare panelists
* Review vendor/sponsor requirements and assure fulfillment; review any special check-in requirements for vendors/sponsors and communicate
* Additional signage
	+ 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
* All participants should be given detailed directions on finding their way around the campus
* Make sure access to the facility is readily available, if not prepare for an alternate plan. For instance, access to:
	+ Elevators
	+ Stairways
	+ Fire access
* Trash removal—be sure to have telephone access to maintenance.
* Be prepared for adequate seating
	+ Verify – by sight and in writing – that the hosting facility has the appropriate equipment and it has been reserved for your event on the date. If not, make arrangements in advance with a party rental company.
* Make sure hosting audio visual (AV) equipment is available and operational. If not, contract with a reputable AV company.
* Work on job action sheets (JAS) as one of the first ‘to do’ items.
	+ Have well defined roles to build cohesive teams. I.e. delineate chief facilitator – for drills – from assistant facilitators.
	+ 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
	+ Safety officer vests should be white and make sure to have enough ordered.
		- Keeps count of shots fired
		- Make sure safety officer picks up the “brass” (bullet shells)
	+ Consider the proximity of classroom learning rooms to drill locations.
* Scripts, ask questions like
	+ ‘What you are going to do?’
	+ ‘How will participants interact with one another?’
	+ Then give a step by step of each question developed.
* Video
	+ 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

# Day of event on-site

* 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.
* Provide everyone with a safety checklist.
* Have officer come up and fire off gun instead of perpetrator and have them stay in character throughout the day
* In the drills, have a safety officer in each of the rooms by the doors; especially the office scenario.
* Have a person designated to keep the chair on time and on schedule
* No videotaping and photography – state requirement upfront and clearly
* Use ambassadors to provide directions and escort – vital to smooth operations

# Law enforcement feedback

* Greatest event they’ve attended in a long time!!!!
* Very engaging
* Happy about the event interaction

# Alternative locations

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