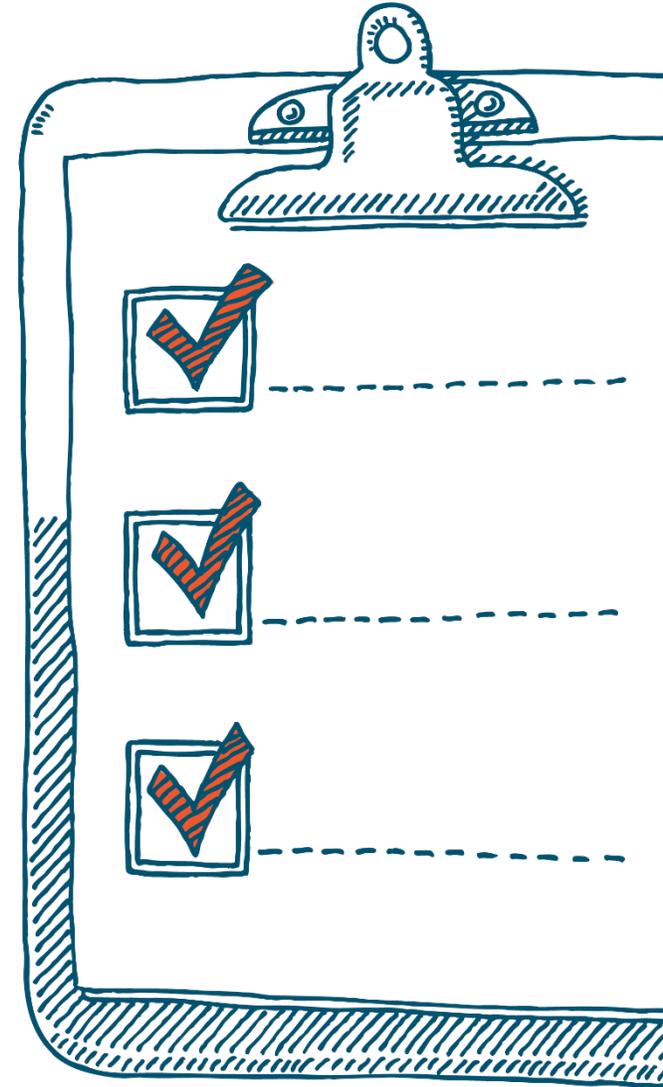




Active Shooter Tabletop Exercise

Agenda

- Introduction
- About Tabletop Exercises
- The Learning exercise
- After Action Discussion



About Tabletop



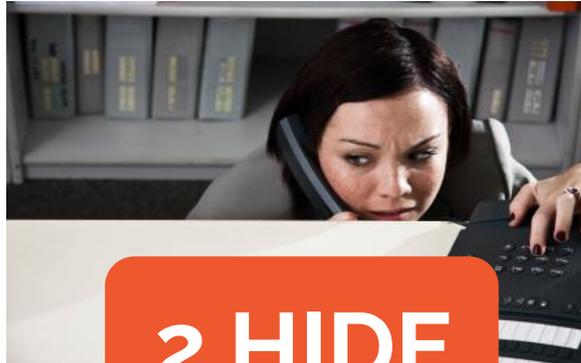
- Tabletop Exercises are designed to help ensure that your program and plans can be effectively executed and that all participants understand their roles.
- This is your opportunity to validate that your plans will enable the firm to effectively **continue business** in the short-term and then **efficiently recover** and **return to business as usual**.

How to Respond



1. RUN

- Have an escape route and plan on where to go.
- **Leave your belongings** behind.
- Prevent others from entering the area.
- Call 911 when it is safe to do so.



2. HIDE

- Shelter-in-place in an area out of the shooter's view.
- Block entry to your hiding place and **SECURE** the door.
- **Silence** communications devices.
- Remain very quiet.



3. FIGHT

- As a last resort and only if your life is in danger, attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.
- **Commit** to your actions.

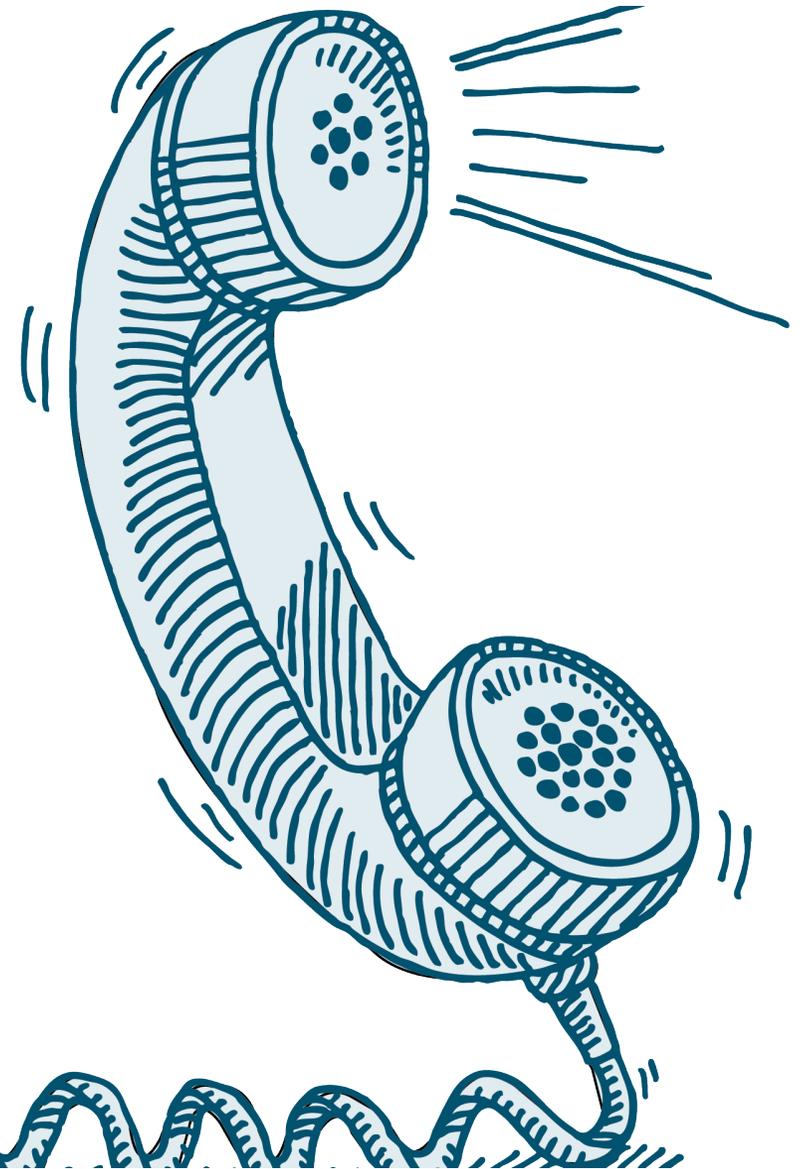
When Law Enforcement Arrives

- Officers will usually be in teams
- May be in uniform or tactical gear
- First responders won't help victims until the threat is neutralized
- Remain calm and follow directions
- Keep hands visible and avoid sudden movements
- Avoid pointing, screaming, and yelling
- Expect to be detained

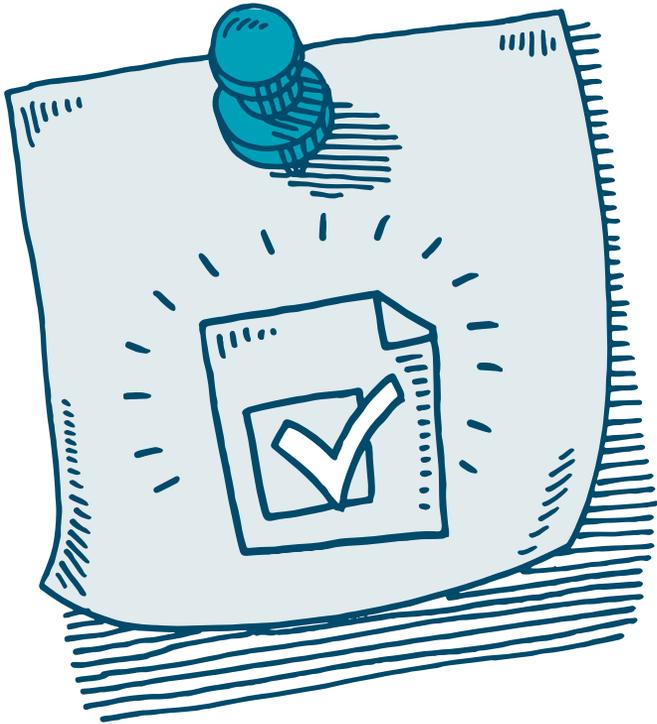


Be Ready

- Establish a partnership with local law enforcement and first responders
- Implement an action plan that addresses active shooter scenarios
- Designate at least one (two recommended) “safe rooms” on each floor and ensure everyone is aware of the locations
- Conduct awareness training for personnel to ensure everyone recognizes and understands the warning signs of potential violence
- Test and drill on your plans
- And remember, **if you see something, say something**



Exercise Objectives



- **Coordination:** Improve coordination among the various members of the Crisis Team.
- **Communications:** Evaluate the communication process among team members and with other groups.
- **Decision Making:** Assess the decision-making processes and activation of the team.

Guiding Principles

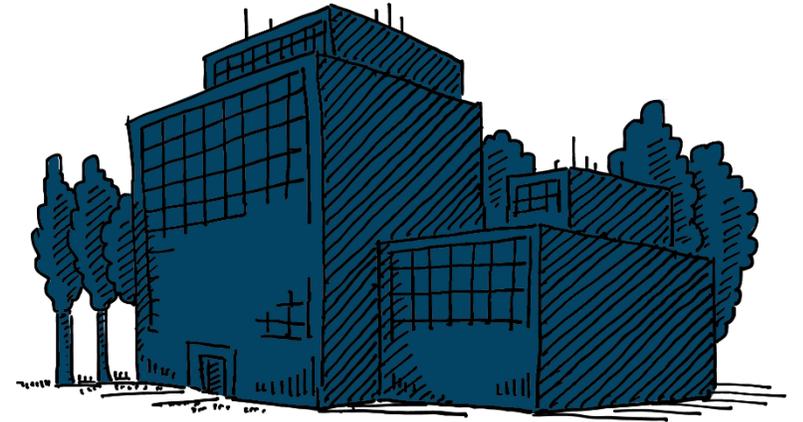
- Training and learning exercise – not a test!
- There are no “hidden agendas” or trick questions.
- It’s not about the scenario, it about the responses.
- There are no simple solutions – there may be more than one response.
- Think about your location and situation and how you’d respond.



Background Information

Friday June 7th, 4:30pm

- A mostly sunny day in Atlanta with a forecast high of 91 degrees.
- The company recently terminated an employee who had been there for 8 years. As he was escorted out of the building by security and HR, he yelled, “*you all will regret treating me like this!*”



Based on This Information, Ask Yourself...

- What concerns might his threats have generated around the office?
- Should anyone else in the office or building management be alerted?
- Should everyone in this office or others be notified? How? Any HR/Legal restrictions?
- What security actions should be taken as a result of his threats?



Current Conditions

Wednesday June 12th, 2:15pm

- You're discussing with a co-worker final arrangements for a visit by a customer at 3:00 today.
- You receive a call from the lobby reception team that the recently terminated employee is in the building demanding to recover personal items left behind. They are acting hostile toward the security team in the lobby.



The Incident Begins

Wednesday June 12th, 2:16pm

- You head towards the 17th floor reception to assist with the terminated employee.
- Meanwhile, you notice the husband of a co-worker in the hallway headed toward the restrooms and say hello.
- You receive a text about a loud popping sound within the building.
- Another co-worker calls you and says there is a man firing a gun.



Based on This Information, Ask Yourself...

- What actions should you take?
- Can the office be secured?
- How would you communicate with others in the office? With other offices?
- Can you quickly account for employees and visitors?
- Who is in charge of the situation?
- Who should call 911?



The Incident Continues

Wednesday June 12th, 2:20pm

- The popping noises are now audible in your immediate area.
- You learn that the co-worker's husband was served divorce papers last night.
- You are trying to move everyone to the safe rooms but some are hesitating.
- You realize that those in the conference room awaiting the visiting client haven't moved.



Based on This Information, Ask Yourself...

- What actions should you be taking?
- Do you have a team to help you?
- How are you communicating?
- How will you manage the panic?
- How will you move everyone to safe rooms?



The Incident Continues

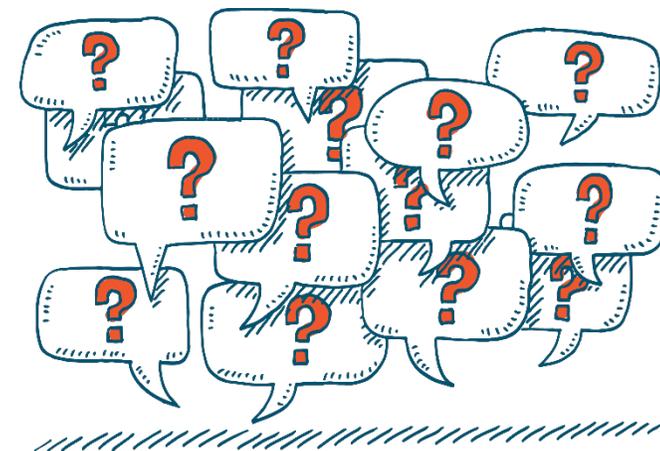
Wednesday June 12th, 2:25pm

- After clearing the halls and conference rooms, you shelter-in-place in an office with several other employees.
- The popping noises now seem to be coming from your floor.
- One of your employees, knocks frantically on your door, pleading to be let in.
- You hear someone attempting to force the door open, then several shots.
- After a few minutes of silence, you assume that anyone outside the office door has moved on.



Based on This Information, Ask Yourself...

- What do you say to those with you who wanted to open the door for your employee?
- What are your immediate concerns at this time?
- How are you communicating with others on the floor?
- What are you doing to calm those sheltering with you?
- Should people be allowed to leave the room now that the shooting has stopped?



The Incident Continues

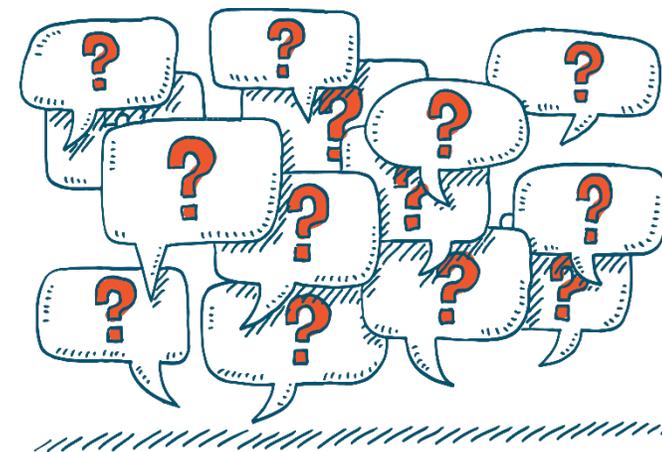
Wednesday June 12th, 3:25pm

- For nearly an hour there is no sound from outside your door and it seems to be quiet in the office.
- The 911 operator tells you that emergency personnel are on scene.
- The people with you and in the other safe rooms are anxious to leave - a senior leader in the room with you begins to try to take control.



Based on This Information, Ask Yourself...

- Who is responsible for deciding when it is safe for people to leave the safe rooms?
- How will you respond to people wanting to leave immediately?
- How will you manage the senior leader situation.
- How will you begin to account for personnel?



The Incident Continues

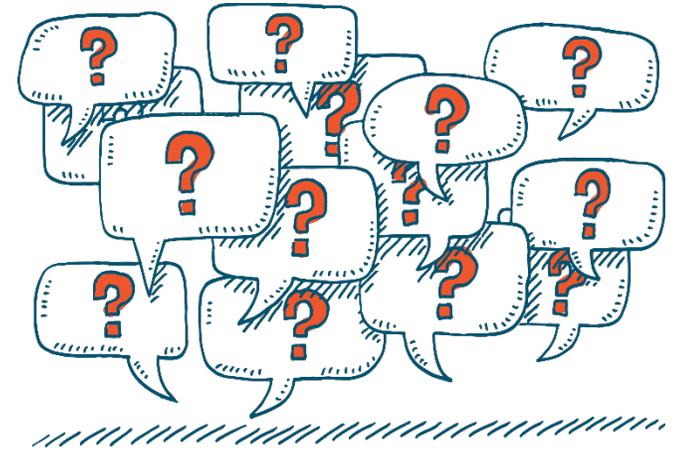
Wednesday June 12th, 4:00pm

- Law enforcement personnel arrive and evacuate the floor.
- They ask for a list of everyone who should be in the office.
- Everyone is told to move in single file and to keep their hands in plain sight.
- No one is to bring anything with them.



Based on This Information, Ask Yourself...

- Who is responsible for communicating with law enforcement?
- Can you quickly account for who should be in the office?
- How do you prepare everyone for the disturbing scenes they may encounter as they evacuate?
- Do you have any concerns about leaving the office unsecured?



The Incident Continues

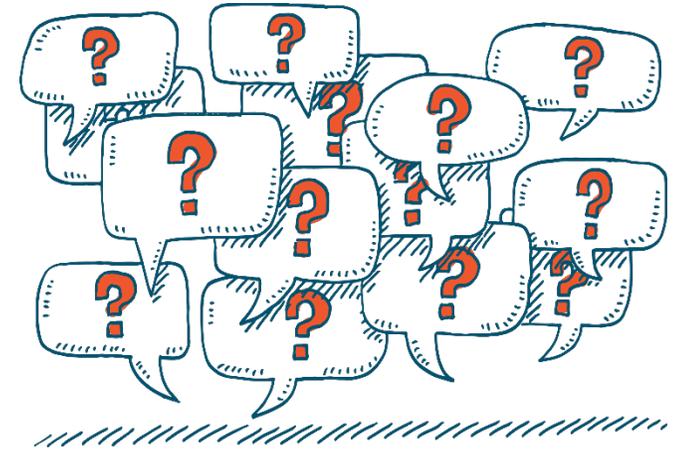
Wednesday June 12th, 4:40pm

- Upon evacuation, you and others are cornered by news reporters asking about the experience.
- Everyone is told to move to a holding area for possible questioning.
- Many do not have their purses, wallets, or keys and are now worried about getting home.
- Many are visibly shaken by the experience and what they witnessed leaving the office.



Based on This Information, Ask Yourself...

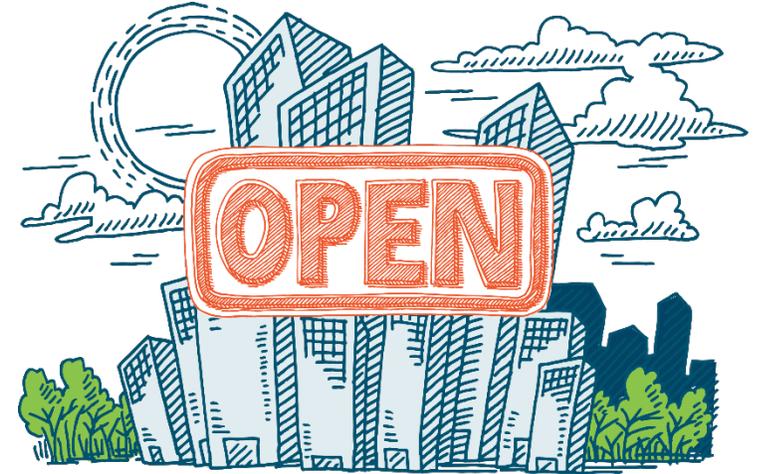
- Who is responsible for communicating with news media?
- What information will you give them?
- Can you control who else the media approaches? If not, what can you do?
- What role will you play in assisting personnel in getting home and caring for those upset by the situation?



The Incident Ends

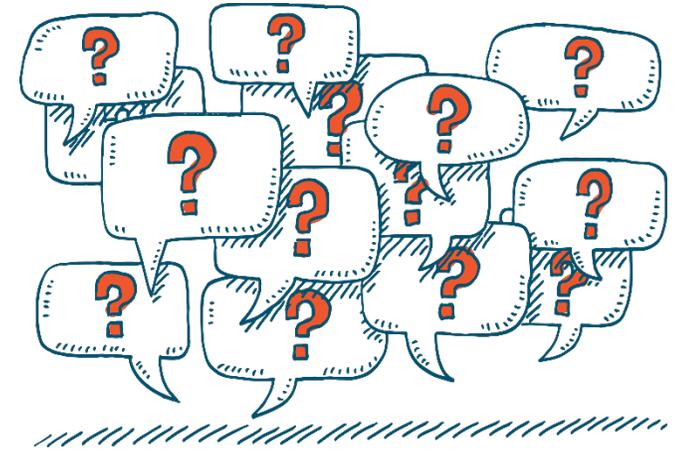
Thursday June 13th, 9:00am

- You are able to get back into the building and resume normal business operations.
- Several individuals ask for more time to emotionally recover from the event.



Based on This Information, Ask Yourself...

- How will you accommodate individuals who have been emotionally traumatized by the event?
- What resources will be made available to all personnel?
- How long do you think it will take to return to “normal operations”?



After Action: How Did You Do?

- What do you think you did well?
- What gaps or concerns did you recognize?
- What actions are needed to improve?
 - Plans
 - Procedures
 - Training & Awareness?
 - Other Suggestions?



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