

Active Shooter Tabletop Exercise

[company name]

[facilitator/moderator name]

[date]

Agenda

- Welcome / Introductions
- Exercise Briefing
- Exercise Begins
- Exercise Summary
- After Action Report

Purpose of Exercise

- Clarify roles and responsibilities
- Reveal strengths and weaknesses
- Improve coordination
- Identify resource issues
- Assess capability



Purpose of Exercise (cont.)

- Promotes teamwork
- Independence vs. Interdependence
- Improves performance
- Increases knowledge and experience
- Builds confidence

Exercise Basics

- Training and learning exercise – not a test.
- Utilize your firm’s response plans/procedures.
- There are no “hidden agendas” or trick questions.
- There are no simple solutions. This is intended to be an open and stress-free environment.
- Real-world emergencies take priority over this exercise.

Exercise Bottom Line

The purpose of this exercise is to assess [company name]'s capabilities to respond to and recover from an active shooter incident in accordance with established plans.

Exercise Objectives

- **Coordination**: Improve the coordination between and among the various Crisis Teams.
- **Communications**: Evaluate the communication process between the Executive Crisis Team, Crisis Leaders and Crisis Managers [modify to fit the emergency response roles in your organization].
- **Decision Making Process**: Assess the decision-making process as it deals with the activation of the department Business Continuity Plans and the execution by the Business Continuity Teams.

What is an active shooter event?

- When a suspect or assailant enters an office with the intent to harm and cause injury.
- During the event, the threat is not contained and there is immediate risk of death and injury.

Mentality of an active shooter

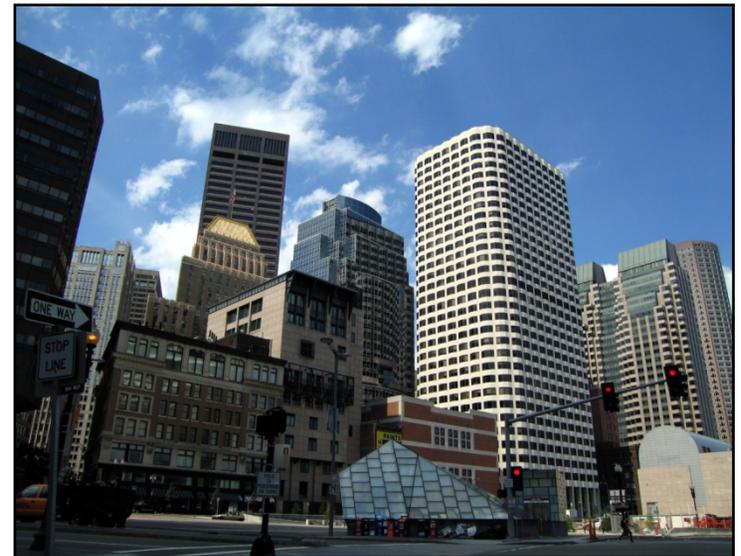
- Desire is to kill and seriously injure without concern for his safety or threat of capture.
- Generally has intended victims and will search them out.
- May accept targets of opportunity while searching for or after finding intended victims.
- Will continue to move throughout building/area until stopped by law enforcement, suicide, or other intervention.

Questions?

Active Shooter Scenario at [company name]

Location

- [company location]
- [specific building]
- [modify picture at right]



Update

- Date: Friday, February 19
- Time: 11:00am EST
- A member of your finance department, who has been with your company for eight years, has just had his employment terminated. As he is escorted out of the building by security, he tells them they will regret treating him like this.

Based on this information:

- Who should be informed of this behavior?
- What concerns might you have?
- What actions would you consider taking, if any, at this stage?

Update

- Date: Monday, April 5
- Time: 9:15 am EST
- A popping sound is heard within the building.
- An employee runs into your office shouting that there is a man firing a gun in the hall.



Based on this information:

- What actions should you take?
- How are you communicating with employees? Who is communicating?
- Who is in charge of the situation?

Update

- You decide to shelter in place in an office, and secure the immediate area.
- The popping noises seem to be coming from your floor. There is yelling and screaming outside your door.

Based on this information

- What actions are taken to secure the area?
- Who is responsible for contacting law enforcement?
 - What information do you relay to them?
- What are you telling your employees?

Update

- A woman knocks frantically on your door pleading to be let in.

Based on this information

- What action will you take to ensure your office remains secure?
 - What will you do about the woman outside your door?
- What additional concerns do you have at this time?

Update

- You hear someone attempting to open the door, then several loud shots. After a few minutes of silence, it appears that the shooter may have moved on.

Based on this information

- What are your immediate concerns at this time?
- What do you tell coworkers sheltering in place with you?

Update

- For nearly an hour there is no sound from outside your door.
- Employees are receiving calls from family members who have learned of the shooter in your building.
- Emergency personnel can be seen outside. Several employees express interest in leaving.

Based on this information

- Who is responsible for deciding when it is safe to leave the secure area?
- How will family members be contacted?

Update

- Law enforcement personnel arrive outside your office door and direct you to evacuate the building.

Based on this information

- How do you prepare your employees for the disturbing scenes they may encounter as they evacuate?
- Who is responsible for communicating with law enforcement?
- What concerns do you have leaving your office unsecured?

Update

- Upon evacuation, your employees are cornered by news reporters asking about the experience.
- Some employees do not have their car or house keys and are worried about getting home.

Based on this information

- 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?
- How will your employees get home?
 - Will you request access back into the building? Who would go in?

Update

- The building is designated a crime scene and is closed for a week.

Based on this information

- Who initiates business continuity plans?
- What else needs to be considered?
- How is information disseminated to employees?

Update

- Date: Monday, April 12
- You are able to get back into the building and resume normal business operations.
- Several employees ask for more time to emotionally recover from the event.

Based on this information

- Are you able to continue normal business operations using fewer staff?
- How will you accommodate individuals who have been emotionally traumatized by the event?
- What resources will you make available to all staff?
- How will you communicate your company's resilience to concerned clients?

Additional Considerations

- Upon arriving on scene, law enforcement officials will remove the threat before treating victims and evacuating survivors. It is important to be patient and stay in the secure area until you are instructed to evacuate.

Additional Considerations

- Because employees may not feel comfortable returning to work right away, be prepared to work with a dispersed or smaller workforce following an active shooter event.
- Ensure mental health professionals are available for employees.

Exercise Hot Wash

- How do you think it went overall?
- What did you learn from this exercise?
- What are the areas of concerns at this point?
- What action steps are needed, based on lessons learned?
 - Plans
 - Procedures
 - Training
 - Other Suggestions
- Who has responsibility for each action step?