



Toolbox Talks

Active Shooter



The deadliest workplace violence scenarios involve an active shooter, who is defined as someone that is "actively engaged in killing or attempting to kill people in a confined and populated area."

Active shooter situations are unpredictable and evolve quickly. In most cases, active shooters use firearms and there may not be a pattern or method to their selection of victims. Typically, law enforcement personnel are the ones who stop the active shooter.

Because active shooter situations are often over within 10 to 15 minutes, employees must be prepared in advance, both mentally and physically.

- Actively participate in any drills or training provided to become familiar with emergency protocols and exit routes.
- Become familiar with the floor plan of your facility to know where the closest two exits are to you at any time.
- Do your part to foster a respectful workplace.
- If you see suspicious activity, let an authority know immediately.

If you are able to safely evacuate the area and escape to safety, do so immediately. **Getting away from the active shooter(s) should be your top priority.**

- Prepare ahead of time. Have an escape route in mind.
- If you feel that you can safely evacuate, make the decision for yourself and run to safety, regardless of whether others agree to follow at that moment.
- Leave everything behind. Do not go back for any of your personal items, it isn't worth it.
- Call 911 when you are safe and provide as much information as you can.

If you cannot safely evacuate, **quickly find a place to hide.**

- If you are in a room, lock the door and block it with anything available that is heavy. Close blinds and turn off the lights.
- Silence your cell phone and remain quiet. You can attempt to communicate with police silently via text messaging.
- Stay in place until law enforcement arrives to let you know it is safe to leave.

As a last resort, and only if your life is in immediate danger, attempt to take action against the active shooter and defend yourself.

- Commit to your actions and act aggressively to stop the shooter.

