

Top Nine Must Haves

A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace



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Table of Contents

Introduction	3
Top 9 Must-Haves: A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace	
#1: Start with a Risk Assessment	4
#2: Incorporate Multiple Learning Modalities	4
#3: Accommodate the Entire Employee Population	5
#4: Prioritize People	6
#5: Involve Local Law Enforcement and Emergency Responders	7
#6: Include Scenario-Based Training	8
#7: Include Internal Awareness Plan	9
#8: Provide Documentation and Proof of Completion	10
#9: Ensure Ongoing Support	10
About Navigate360	11
Resources	11

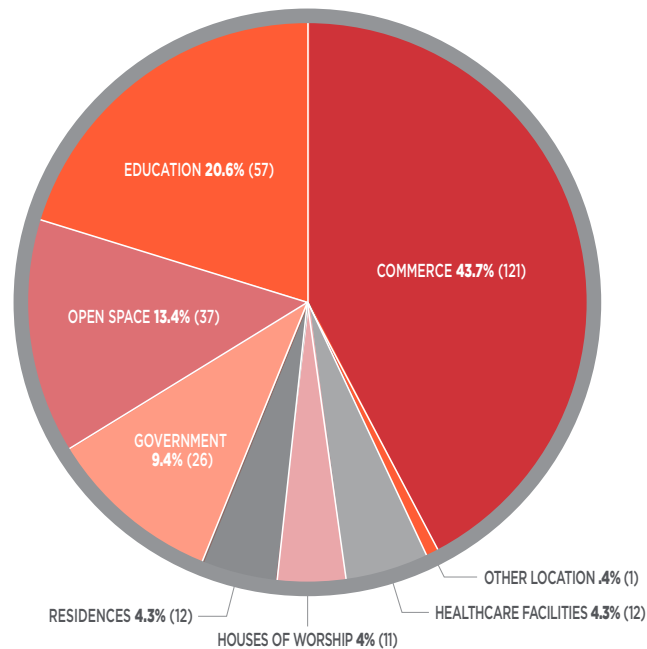
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Introduction

Unfortunately, in today's workplaces, the thought of an active shooter can interfere with an employee's ability to focus and feel safe. Because of this, security and emergency preparedness is something that safety officers and business leaders take into consideration when planning day-to-day operations in their workplaces. According to federal statistics, 43.7% of active shooter incidents take place at areas of commerce (including business with and without pedestrian traffic).

This guide details key considerations for implementing an active shooter response training program for your workplace. It's intended to provide you with specific criteria to help you navigate your options as you determine the best program for your workplace - one that will properly train and inform your leaders and employees in ways to effectively respond to an active shooter situation.



This chart from FBI.gov (Office of Partner Engagement) contains a number of snapshot statistics of the active shooter incidents that occurred in the United States from 2000 to 2018. These statistics include 277 active shooter incidents and 2,430 casualties, including 884 killed and 1,546 wounded.

Top Nine Must Haves

A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

#1 Start with a Risk Assessment

No two businesses are exactly alike.

A thorough assessment will uncover hidden threats to safety and security, and provide you an inclusive list of the good, weak and dangerous areas in your organization. It includes a comprehensive report with recommendations for the proper course of action necessary to correct any findings. A detailed assessment can help you determine the proper training, technology and process to keep your organization safe. You can also use the information to help confidently guide members of your organization through your program's implementation process, using third-party validation to support changes necessary to mitigate risks.

#2 Incorporate Multiple Learning Modalities

Not everyone learns the same

way. Just as your corporate onboarding team might



incorporate a variety of training tools and techniques to appeal to multiple learning styles (ex. visual, auditory, etc.),

your active shooter response training should do the same. In order to ensure your entire company understands and retains the information presented, quality programs have a blended learning approach that includes engaging, interactive eLearning

combined with hands-on, in-person training. Watching a video or slide presentation can be useful, but may not be sufficient to properly prepare each and every person in the event of an incident.

Top Nine Must Haves

A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace



#3 Accommodate the Entire Employee Population

As you assess different training program options, think about how your implementation plans need to include and serve each audience in an appropriate manner. A one-size-fits-all approach is not adequate because employees bring different skill sets, confidence levels and amounts of previous training experience.

As you identify an active shooter response training program for your organization, evaluate the following:

- Curriculum for individuals with varying learning styles
- Lesson plans and materials that are shift-specific
- Action plans and training programs inclusive of all company personnel, including specialized staff in manufacturing, transportation, custodial, food service and more

These elements enable maximum retention of life-saving training measures.

Top Nine Must Haves

A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

#4 Prioritize Proactivity to Improve Survival

Training people in proactive response options significantly improves the chance of survival. When people are proactive, they not only take danger seriously, they are empowered to act with confidence versus trying to endure a difficult situation.

Some programs emphasize tactical training that only a small portion of the population uses. However, a response program that emphasizes proactivity gives every person involved in a dangerous situation the information needed to make the best decision they can based on their circumstance.

Once training protocols are established, leaders can then look to hardware and technology solutions for extra security. Additions like cameras help inform people's response to critical incidents. Together with training, these elements provide an integrated safety program.



Top Nine Must Haves

A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

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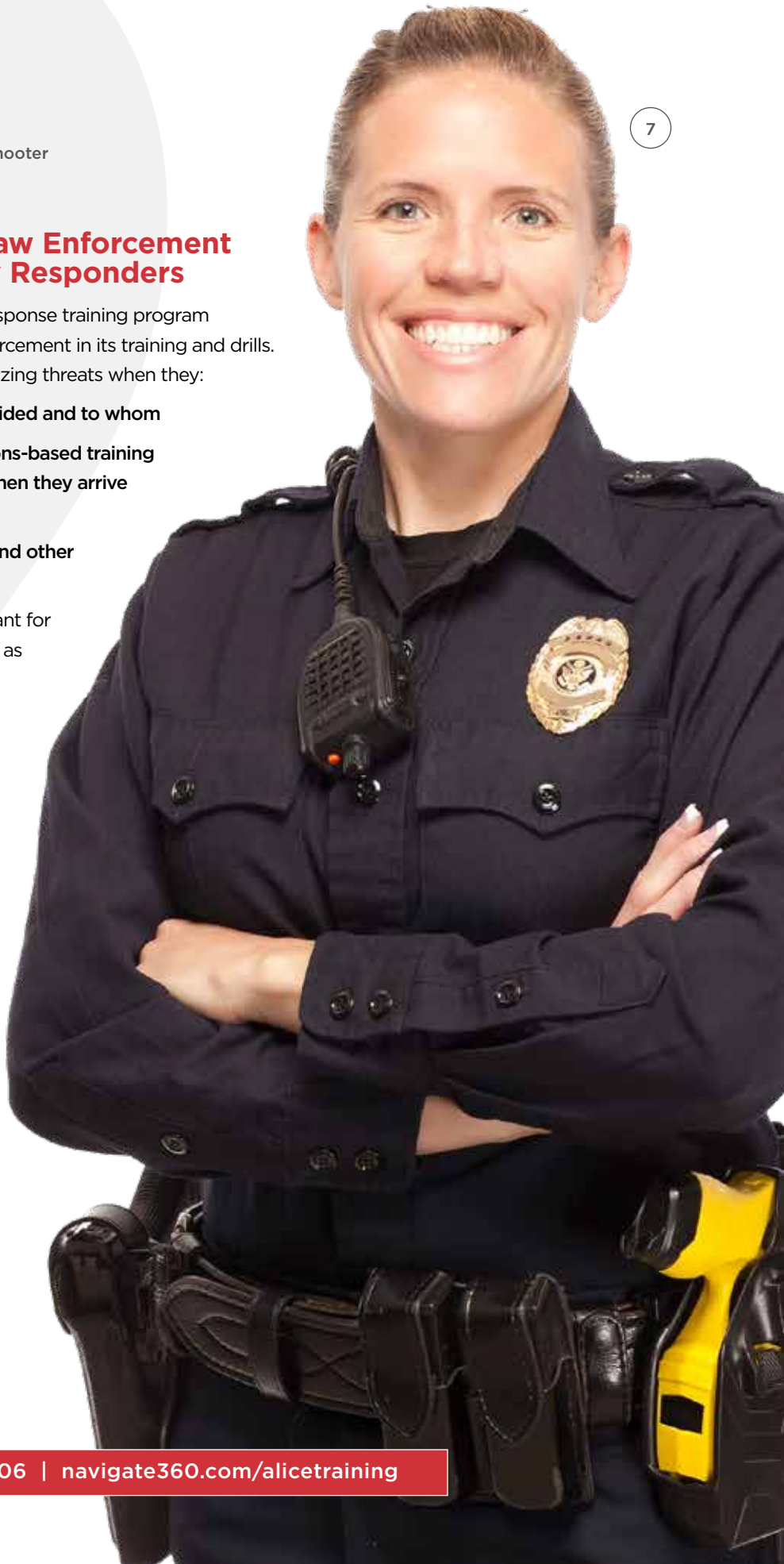
#5 **Involve Local Law Enforcement and Emergency Responders**

A sound active shooter response training program encourages the involvement of local law enforcement in its training and drills. First responders are more effective in neutralizing threats when they:

- **Understand the type of training being provided and to whom**
- **Know to anticipate lockdown only vs. options-based training (and what activity they might encounter when they arrive on scene)**
- **Gain familiarity with the physical facilities and other critical details that may come into play**

Training informs response. It's equally important for you to understand local guidelines and adapt as needed. This includes alignment with local fire codes for door and window locks, local response protocols and terminology, and any requirements specific to your type of workplace.

There are many benefits to a collaborative approach, so make sure your training program has flexibility to accommodate and include first-responder input.



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A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

#6 Include Scenario-Based Training

You can't learn to swim by reading a book.

While you can grasp the main concepts, it's the application of those concepts that demonstrate learning. A blended training model with both eLearning components and hands-on scenario-based training drills enables your workforce to understand and apply their active shooter response knowledge while practicing in a safe setting with appropriate stimulus. This approach builds muscle memory that can save lives.

Effective training covers multiple, realistic scenarios and provides specific feedback to reflect the trainee's independent decisions (such as when/where to evacuate, barricade doors, or counter against the attack of the assailant).

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A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

#7

Include Internal Awareness Plan

Safety is a company-wide concern. Response training programs that include an internal communication plan helps your leaders build employee awareness around safety.

Some plans include resources to help leaders educate employees about your response program and address any concerns. Other plans come with notification letters, training alerts, media release templates, frequently asked questions, talking points and more. These assets give you a distinct advantage in the eyes of your constituents, and help you speak to the sensitive issue of employee safety with clarity, confidence and leadership. In many cases, your training partner can help develop this plan with you.

Business owner, manager and employee communication resources may include:

- Resources to explain the response program's goals and strategies
- Details on how the company will be trained
- Information on how employees can talk to their families about the safety-training experience once home



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A Guide to Evaluating & Implementing Active Shooter Response Training in the Workplace

#8 Provide Documentation and Proof of Completion

In the aftermath of a tragic event, having detailed, documented proof that you invested in an active shooter response training program is invaluable.

Federal standards like OSHA's Occupational Safety & Health ACT reveal that employers have a duty to provide employees with a safe workplace. Some courts have allowed victims of workplace shootings to file lawsuits because their employer didn't provide defensive training to its employees.

With that in mind, your training implementation is not complete without documentation and proof of completion. Alignment with state and federal standards of care for violent intruder events gives your staff accountability and reduces liability.

#9 Ensure Ongoing Support

After implementing the program, your partner in active shooter response training may be able to provide ongoing support for your team.

- Do they provide recertification options for employees trained in other organizations?
- Will they share new, modern techniques and best practices so your team always feels prepared?
- Can they provide additional training as your team grows?
- Are they knowledgeable about local safety regulation changes that may impact your organization in the future?

These factors tell you a lot about training providers and how they can support your team for years to come.

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About Navigate360

Navigate360 boldly confronts the challenges communities face by creating safe environments where they can thrive and focus on their true mission. Through technology, education and services, Navigate360 offers solutions spanning the full spectrum of safety – from prevention and preparation through response and recovery. Navigate360 is defining a modern approach to safety using rapid innovation and unparalleled expertise to provide the solutions necessary to build safer tomorrows.



For more information about ALICE Training® visit us at navigate360.com/alicetraining or call us at 330-661-0106.

Resources



Federal Bureau of Investigation (FBI)

"A Study of Active Shooter Incidents in the United States Between 2000 and 2013"

Summary: <https://www.fbi.gov/news/stories/fbi-releases-study-on-active-shooter-incidents>

"Making Prevention a Reality: Identifying, Assessing, and Managing the Threat of Targeted Attacks"

<https://www.fbi.gov/file-repository/making-prevention-a-reality.pdf/view>



U.S. Department of Homeland Security (DHS)

"Active Shooter Preparedness"

<https://www.dhs.gov/cisa/active-shooter-preparedness>

"Active Shooter"

<https://www.ready.gov/active-shooter>



Federal Emergency Management Agency (FEMA)

"FEMA Active Shooter Information Sheet"

<https://www.fema.gov/media-library/assets/documents/162146>