

A TOURING GUIDE ACTIVE SHOOTER PROTOCOL

WHAT IS AN ACTIVE SHOOTER?

An Active Shooter is an individual or group actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

RESPONDING TO ACTIVE SHOOTER SHOOTER SITUATIONS

Before an active shooter situation occurs:

BE PREPARED

- Always be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit

If confronted with an active shooter:

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction and locked door
- Not trap you or restrict your options for movement (i.e., an office with a single door)

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Turn off any lights
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

FIGHT

As a last resort, and ***only when your life is in imminent danger***, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

LAW ENFORCEMENT

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

What to expect:

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide law enforcement or 911 operator:

- Location of the active shooter(s)
- Number of shooters
- Physical description of shooters(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

DAILY SIGNAGE/ INFO SHEETS EMERGENCY ACTION PLAN [EAP]

- Ensure that your venue/ production has at least two evacuation routes AND Assembly point [@ tour buses/ @ truck parking area away from conflict]
- Post evacuation routes / info sheets in conspicuous locations throughout your the gig
- Take time each morning to familiarize yourself and your team with the facility's layout and exits.
- To best prepare your staff for an active shooter situation/ any threatening scenario, create an Emergency Action Plan (EAP), and conduct training exercises. Your EAP should provide both exit location and evacuation protocols. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

EVERY BUILDING/ GIG/ HOTEL HAS AN EAP. GET A COPY OF THEIR PLAN AND INSERT YOUR PRODUCTION PARAMETERS INTO THEIR PROCEDURES. YOU WILL NEED TO REVIEW THIS AT YOUR DAILY SECURITY MEETING BEFORE DOORS

BACKSTAGE EXIT INFO TEMPLATE

Post announcement in all occupied backstage areas, along with a current emergency exit diagram

VENUE NAME
ADDRESS
PHONE NUMBER

**PLACE @ PRODUCTION OFFICES /
DRESSING ROOMS/ CATERING
AREA/ LOADING DOCKS**

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by Production/ Public safety officials. And remember—during an actual emergency resulting in a building evacuation, HEAD-COUNTS are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate HEAD-COUNT has been taken.