

Active Shooter Preparedness

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Because active shooter situations are often over within 10 to 15 minutes and before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.— U.S. Department of Homeland Security

Risks to Agencies

- Personal injury or loss of life to the public and/or employees
- Work force shift and loss in productivity
- Repair or replacement costs of state property
- Third-party property damage
- Higher agency risk charges due to increased claims



Image from RUN.HIDE.FIGHT readyhouston.tx.gov

Insurance Coverage

The state's tort liability insurance coverage and workers compensation insurance coverage includes all authorized employees and volunteers while performing official duties at the state's direction and control. Coverage applies when traveling on official state business. Coverage is valid in the U.S, its possessions, territories and Canada.

For more information see the following Oregon Department of Administrative Services (DAS) Risk Management Self-Insurance policies.

[DAS Policy 125-7-101](#), *Property Self-Insurance Policy Manual*.

[DAS Policy 125-7-201](#), *Liability Self-Insurance Policy Manual*.

[DAS Policy 125-7-202](#), *Employee Liability Self-Insurance Policy Manual*.

Active Shooter Events - How to Respond

Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run	2. Hide	3. Fight
Have an escape route and plan in mind	Hide in an area out of the active shooter's view	Fight as a last resort and only when your life is in imminent danger
Leave your belongings behind	Block entry to your hiding place and lock the doors	Attempt to incapacitate the active shooter
Keep your hands visible	Silence your cell phone (including vibrate mode) and remain quiet	Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO



RiskWise



A Guide to Controlling Risk

Active Shooter Preparedness

- Risks to Agencies
- Insurance Coverage
- Active Shooter Events - How to Respond
- Online and Self-Education Options
- If You See Something, Say Something™
- How to Respond when Law Enforcement Arrives on Scene
- Resources, Links and Information

Published February 2016

Online and Self-Education Options

Videos

- ReadyHoustonTX.gov [RUN. HIDE. FIGHT.®](#) Surviving an active shooter event
- U.S. Department of Homeland Security [Options for Consideration Active Shooter Preparedness](#)
- U.S. Department of Homeland Security [Active Shooter Webinar](#) on developing an emergency response plan

Materials

- U.S. Department of Homeland Security Active Shooter [Booklet](#), [Pamphlet](#), [Poster](#), [Pocket Card](#), and [Planning and Response to an Active Shooter: An Interagency Security Committee Policy and Best Practices Guide](#)
- Federal Emergency Management Agency (FEMA) - Emergency Management Institute [Active Shooter: What You Can Do Interactive Web Based Course](#)

If You See Something, Say Something™

The U.S. Department of Homeland Security started the If You See Something, Say Something™ Campaign. This campaign seeks to empower the individual, officials, and public servants to protect their neighbors and the communities they live and work in by recognizing and reporting suspicious activity.

Contact local law enforcement to report suspicious activity. Describe specifically what was observed including who was acting suspiciously or what was suspicious, where the suspicious activity occurred, when the suspicious activity took place and why the activity was suspicious.

For online self-education options please view the [Protect Your Every Day Public Service Announcement](#), [Hospitality Public Service Announcement](#) and [The Drop-Off Public Service Announcement](#).

How to Respond when Law Enforcement Arrives on Scene

The first officers to arrive on scene will not stop and help the injured; their purpose is to stop the active shooter as soon as possible. Expect rescue teams to follow initial officers.

How to react when law enforcement arrives:	Information to provide to law enforcement of 911 operator:
Remain calm, and follow officers' instructions	Location of the active shooter
Put down any items in your hands (e.g., bags, jackets)	Number of shooters
Immediately raise hands, keep hands visible and spread fingers	Physical description of the shooter
Avoid making quick movements toward officers	Number and type of weapons shooter has
Avoid pointing, screaming and/or yelling	Number of potential victims at location

Resources, Links and Information

DAS RISK MANAGEMENT

www.oregon.gov/das/Risk/Pages/Index.aspx

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

General Services Building
EGS | Risk Management
PO Box 12009
Salem OR 97309

Phone: 503-373-7475
Fax: 503-373-7337
E-mail: risk.management@oregon.gov

We commit to be KNOWLEDGEABLE, RESPECTFUL AND RESPONSIVE in business and interactions.

- U.S. Department of Homeland Security: [Active Shooter Preparedness](#)
- Ready Houston, TX: [Regional Disaster Preparedness](#)
- Federal Emergency Management Agency (FEMA) - Emergency Management Institute: [Active Shooter: What You Can Do Interactive Web Based Course](#)
- U.S. Department of Homeland Security: [If You See Something, Say Something™](#)
- Federal Bureau of Investigation: [Active Shooter Incidents Study](#)
- Capitol Mall Patrol Office: Active Shooter Training/Tips 503-986-1122

[<http://www.oregon.gov/das/Risk/Documents/RWActvShtr.pdf>]