

# Active Shooter Training

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**INTRODUCTION**

On November 5, 2009, a gunman opened fire at the Soldier Readiness Center at Fort Hood, TX. Thirteen people were killed and 43 others were wounded or injured. You probably watched the news reports in disbelief. How could that be possible? How could it have happened on a military base?

Unfortunately, the Fort Hood incident is not one-of-a-kind. Active Shooters are a threat to all of us - at work, at home, and in the community.

CNIC recognizes the need to provide its employees and families with information about Active Shooters and how to respond should you find yourself in an Active Shooter situation. Knowing what to do may save your life or that of others.

The Active Shooter is required training for all CNIC personnel. It should take you approximately 45 minutes to complete. When you finish the training session, print a copy of your Certificate of Completion for your training records.



The Fort Hood shooting raises questions about how best to defend against threats operating on members of our military community.

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## QUESTIONS TO ASK YOURSELF...

Active Shooter situations are unpredictable and evolve quickly. Because the situations are often over within 10-15 minutes, before law enforcement can arrive, individuals must be prepared both mentally and physically to deal with an Active Shooter situation.

- How would I describe an Active Shooter?
- What actions will the emergency responders take?
- What actions should I take?
- What information can I recall?
- How can the Command plan for something like this?
- How can I prepare myself, my coworkers, or my family?



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## COMMON ELEMENTS



You may recall events in which someone entered a building and began shooting or taking hostages for no apparent reason. Active Shooter incidents have the following common elements:

- The threat is not contained, and there is an immediate risk of death or injury
- Incidents of targeted violence are rarely sudden, impulsive acts; they are planned
- Most shooters have no history of prior violent or criminal behavior
- These events are considered the greatest terrorist threat in the community



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## THE ACTIVE SHOOTER'S MENTALITY



An Active Shooter is defined as a suspect or assailant who intends to immediately inflict serious injury and kill unsuspecting individuals. When you heard about the tragic incident at Fort Hood, you probably asked yourself, "Why would someone do this to innocent people? What could possibly be going through that person's mind?" Studies have found common characteristics among these criminals:

- The shooter has a desire to kill and seriously injure without concern for his safety or threat of capture
- There may or may not be specific victims. Historically, many shooters will have intended victims and will search them out while taking others in the wake
- The shooter takes targets of opportunity (additional victims) while searching for, or after finding, intended victims

The shooter will continue to move throughout a building or area while looking for victims until stopped by law enforcement, suicide, or individual intervention.



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## THE ACTIVE SHOOTER'S PROFILE

Is there a "profile" that can be used to identify a potential Active Shooter?

Unfortunately, no.

Active Shooters are just like you. They come from all backgrounds and walks of life. In some cases it may be possible to point to specific warning signs, such as overly emphatic complaints about coworkers, recent job loss, money problems, or a failed relationship. However, that is after the fact.

There are no absolute signs before the tragedy happens. Active Shooters generally believe they have no other options. While suicide is certainly a possibility, as is a shoot-out with law enforcement, there are also numerous cases in which individuals eventually surrender to authorities. Of particular note is that Active Shooters usually select a populated area, for instance work or school. The people and the place are seen as the root of the problem. However, Active Shooters have also targeted random victims in highly populated areas such as restaurants, churches, athletic competitions, or social events, usually with the aim of maximizing their violence.





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### HOW WOULD I DESCRIBE AN ACTIVE SHOOTER?

The threat is over. The shooter has been killed by Law Enforcement authorities in the courtyard where just an hour ago co-workers were having lunch and talking about the weekend. The officer asks, "Did you notice anything strange about his behavior lately? Did he say anything to indicate anger or frustration?"

- He had recently become withdrawn and stopped interacting with any of his co-workers.
- He just went through a really tough divorce. She moved out of state with the kids and took most of what he had. He does not have any family.
- He was always arguing with someone. No one was ever right, but him. He became obsessed with some particular group and blamed them for causing problems.
- There was nothing out of the ordinary. We worked on teams together and he just does his job like anyone else.



Check Answers

*Answer the officer's question by checking the appropriate box. There is more than one correct response. Select "Check Answer(s)" when finished.*



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- There was nothing out of the ordinary. We worked on teams together and he just does his job like anyone else.

[Check Answers](#)



You're correct. There may be indications of problems, but not necessarily. An Active Shooter strikes without warning.

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## WHAT ACTIONS WILL THE EMERGENCY RESPONSE TEAMS TAKE AS THE INCIDENT UNFOLDS?



Recognize that there are two types of first responders involved in the initial response:

- Law Enforcement Officers
- Emergency Medical Service Response teams



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## WHAT ACTIONS WILL THE EMERGENCY RESPONSE TEAMS TAKE?

### Law Enforcement Officers

The first team on the scene will be the Law Enforcement Officers. Their mission is to neutralize the danger – the Active Shooter. Do not expect the officers to stop and help. That is not their job. Stopping will only give the Active Shooter more time to inflict more harm.



Law Enforcement Officers neutralize the Active Shooter.

### Emergency Medical Service Response Teams

Emergency medical personnel follow the law enforcement team. The Medical Service Response teams treat injured personnel as quickly as possible and then removes them from the area if possible. If you are not injured and the threat is not in the immediate vicinity, you might be asked to assist with removing the injured from the premises.



Emergency Medical Service Response treat the injured and help the victims to safety.



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## WHAT ACTIONS WILL THE EMERGENCY RESPONDERS TAKE?

We have been trapped for just a few minutes, but it seems like hours. A few of us have injuries, but nothing serious. Some are crying. Just moments ago, the military police moved quickly through our area. One of the women tried to stop an officer, but he just kept on moving. She asks, "Why are they not stopping to help us?"

You are a supervisor and it is your job to keep your people calm. Your response to her is:

- We are all okay. No one is seriously hurt. We can wait it out – just a few more minutes.
- There are two teams: Police and Emergency Responders.
- The police are after the shooter; the Emergency Medical Service teams will come in behind the police. They will be coming soon to help us.
- The police have to get the shooter before we can get out of here. Just be patient. It is almost over.



*Select the correct answer.*

Check Answers



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- The police have to get the shooter before we can get out of here. Just be patient. It is almost over.



You are correct. Each team has a specific mission and it helps your people to understand what to expect.

*Click Exit to proceed to next lesson.*

Check Answers



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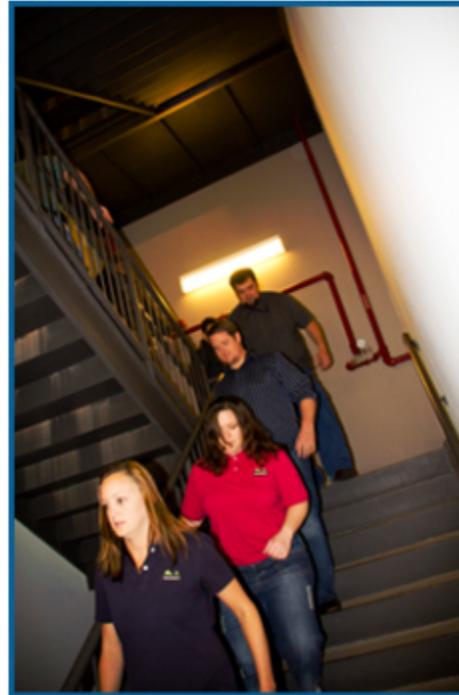
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## WHAT ACTIONS SHOULD I TAKE IN ORDER TO SURVIVE OR TO PROVIDE AID?



If there is an accessible escape route, try to get away from the danger. You must determine the most reasonable way to protect your own life. Customers, clients, and children are likely to follow the lead of employees, managers, and teachers during an Active Shooter situation. Stay calm and move quickly.

Try to get to an outside exit immediately. Attempt to avoid moving through hallways - you do not know what is around the corner. If you must move into a building, lock yourself in a room and or barricade the door until help arrives.



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## RENDER AID

If you find yourself in a situation, rendering aid may be difficult, but make the best attempt you can. Try to get to a safe location. Identify the injuries. Do you have more than one person injured? Can other people help with aid?

In this order:

- Apply mouth-to-mouth resuscitation
- Apply direct pressure to wounds to stop bleeding, elevate the wound, and place a tourniquet on limbs, if necessary
- Treat the victim for shock; keep the victim lying down, warm, and elevate the legs

### RENDER AID

1. Restore the breathing
2. Stop the bleeding
3. Treat for shock



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## EXTENDED INCIDENT

Not all Active Shooter incidents end quickly. Some extend into hours or days. If at all possible, try to assemble with others in a secure area. Try to establish communications with authorities quickly, either via sign or cell phone. Keep in mind that the Shooter may see posted signs. Include detailed information about injured persons' injuries and the location of the shooter.

If the incident extends into hours, then the group must organize to protect itself. Barricade the doors and block any windows in the doors. Establish short watches with two or more people on the watch team to warn others. Inventory all assets, food, water, and medical supplies. Think about establishing a toilet area. If you are cornered and confronted by the shooter, your best chance to survive is to fight back. That considered, the group should assemble improvised weapons and develop a plan to fight back if necessary.

The group should discuss alternatives and plan to overpower the Shooter only as a last resort. Talk about the authorities' arrival and the actions to take. And above all, remain calm, organized, and quiet.

### EXTENDED INCIDENT

- Remain calm
- Assemble in a secure area and barricade yourself in
- Establish communications
- Organize for your safety and survival
- Discuss alternatives and plan to defend yourselves as a last resort



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## WHAT ACTION SHOULD I TAKE?

You have three choices in an emergency such as this.

1. Evacuate
2. Hide and barricade yourself inside a room
3. Take actions to prepare to defend yourself

Scroll through the slideshow to learn your response and responsibility in each choice.

### Evacuate

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

- Have an escape route and a plan in mind
- Evacuate regardless of whether others agree to follow you
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the Active Shooter may be

Once outside or away from the danger, the group should reassemble behind cover and wait for authorities for guidance.

- Call 911 when you are safe
- Do not attempt to move wounded people
- Follow the instruction of police officers



*Click the arrow to advance the slideshow.*



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### Where to 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
- Not trap you or restrict your options to get away



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## WHAT ACTION SHOULD I TAKE?

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Scroll through the slideshow to learn your response and responsibility in each choice.

### Preventing Entry

To prevent the Active Shooter from entering your hiding place:

- Lock the door and barricade it with heavy items (for example, a desk or a file cabinet)
- Silence your cell phone or pager; eliminate any source of noise
- Hide out of sight and behind protective items
- Remain calm



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## WHAT ACTION SHOULD I TAKE?

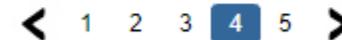
You have three choices in an emergency such as this.

1. Evacuate
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Scroll through the slideshow to learn your response and responsibility in each choice.

### Prevent Re-entry

If the Shooter enters and then leaves your room, lock or barricade the door to prevent his re-entry. The Active Shooter may bang on the door and yell for help to trick you into opening it. Do not be fooled. If you cannot determine for certainty the identity of the individual on the other side of the door, ask that person to slide identification under the door.



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You have three choices in an emergency such as this.

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Scroll through the slideshow to learn your response and responsibility in each choice.

### Take Action

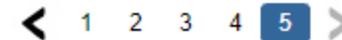
If you find there is no alternative to evacuate or hide and your life is in imminent danger, take action against the Active Shooter. Remember, this is only as a last resort.

Attempt to disrupt or incapacitate the Active Shooter by:

- Taking aggressive physical action against the shooter
- Throwing items or attacking with improvised weapons

#### COMMIT TO YOUR DECISION

Once you cross the threshold to act, you must keep it up until help arrives



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## WHAT ACTIONS SHOULD I TAKE?

Everything seems to be at a standstill. Our group is huddled in our supervisor's office. We can hear the shooters moving through our area; they are opening doors and firing. One of our team has taken charge of our group. He has told us to take the following actions, but which ones are right?

- Get along the wall behind the door so if they look through the glass, the room looks empty.
- Silence or turn off your cell phones.
- Move the file cabinet against the door.
- Block the door with the desk.
- Everyone grab something that could be your weapon - lamp, a desk phone, or a chair.
- Stay behind the door. When it opens, I'll shove the shooter out of the way and you run.

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Correct, notice the actions that are in green and checked. These are the ones you want to remember should you find yourself in this situation.

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## HOW DO I RESPOND WHEN HELP ARRIVES?



Law enforcement's purpose is to stop the Active Shooter as quickly as possible. Officers will proceed directly to the area in which the last shots were heard. If you are in the situation, what can you expect and how should you respond to help the authorities?



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## YOUR REACTION

When the officers begin arriving on the scene, you can help by:

- Remaining calm and quiet and following the officers' instructions
- Keeping your hands visible at all times
- Avoiding quick movements, moving toward or grabbing the officers

The Shooter's mindset is not to escape, but to kill & injure as many as possible.

When law enforcement enters a room, the team will be trying to locate and neutralize the shooter. Quick actions on your part may be interpreted as a hostile act. It is critical to remain still with your hands visible. Do not expect the officers to take time to lead you out of the building. Do not stop them and ask for directions. If you are able to get out safely, without help, notice which way the officers are entering the scene and exit following that route.



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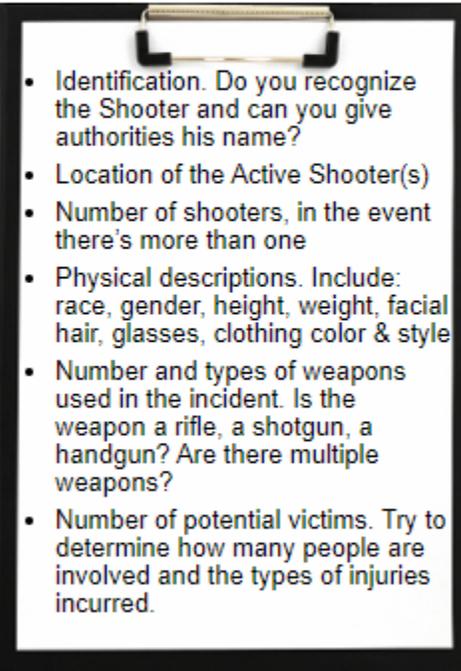
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## YOUR OBSERVATIONS

When you call 911 or have an opportunity to speak with an officer, you will be asked for as much specific information as you can give. Be observant. Move the mouse over the clipboard to see the kind of information you will be expected to provide.

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



*Mouse over the clipboard.*



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## WHAT INFORMATION CAN I RECALL?

The emergency is over. You are wrapped in a blanket and sipping coffee. You are trying to forget this horrible day. But you know that the officers will start debriefing the victims soon. A responder has given everyone a page with questions and a pen.

Read each of the items. If it is a question you would expect to be asked, select Yes from the dropdown menu next to it. Otherwise, select No. Once you are finished, click the Check Answers button to grade your question.

- How many shooters were involved?
- Do you know the shooter's name or where he works in the building?
- What type of weapon was he using?
- Can you describe the shooter: height, weight, race, distinguishing characteristics?



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- What type of weapon was he using?
- Can you describe the shooter: height, weight, race, distinguishing characteristics?

All of these questions will be asked. Try to recall as much as you can and record it while it is fresh in your mind.

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## HOW CAN THE COMMAND PLAN FOR SOMETHING LIKE THIS?



To prepare the staff and employees for an Active Shooter situation, every command within CNIC will have an Emergency Action Plan (EAP) and will conduct training exercises to prepare its people. Together, the EAP and the training exercises should prepare you to respond effectively and help minimize loss of life.



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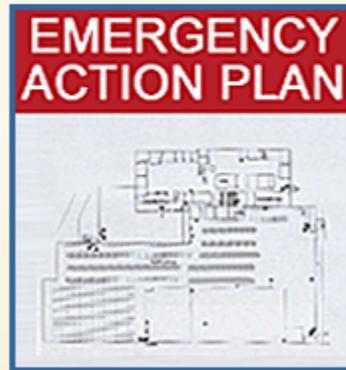
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## EMERGENCY ACTION PLAN (EAP)

Your Command should have an EAP in place. The components listed here are the minimum and these will be trained to during the exercises. Click each tab in the book to learn more about each component in the EAP and your responsibilities.

- A preferred method for reporting fires and other emergencies
- Evacuation policy and procedures
- Escape & route assignments
- Local hospitals
- Emergency notification system
- Contact information

### Command Emergency Action Plan



<a href="#">Reporting</a>	<a href="#">Contacts</a>
<a href="#">Evacuation</a>	<a href="#">Hospitals</a>
<a href="#">Routes</a>	<a href="#">Notification</a>



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## WIDE AREA ALERT NETWORK (WAAN)

**Inbox (1)** Subscriptions My Info Devices

**Inbox**  
Below are your received alerts. Alerts that have not been read are listed in bold. Click on an alert to view details and respond where relevant.

Show alerts for:

Title	Status	Sent On	Channel	Response
<b><a href="#">Redirect To: NAS JAXS</a></b>	Live	12/17/2009 20:10:13	CNRSE	<a href="#">Respond</a>
<a href="#">Redirect To: NAS JAXS</a>	User Archive	09/16/2009 20:10:11	CNRSE	
<a href="#">Redirect To: NAS JAXS</a>	User Archive	08/10/2009 20:10:12	CNRSE	

Updated on: 12/18/2009 08:01:04

CNIC uses a WAAN to notify employees who are working on their computers of emergencies. It's important that you are registered in the system and that your information is accurate and current. Watch this short video, ["How to Check & Update My Information"](#) in the WAAN system.



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## TRAINING EXERCISES



The most effective way to train the staff and employees is to conduct mock Active Shooter exercises. The Command's security office and local law enforcement are the resources to contact to conduct the exercise. The training exercises should include:

- Recognizing the sound of gun shots
- Practicing responses
- Calling 911

During a training exercise practice these actions. Adopt a survival mind set. While it is hoped that you will never have to experience an Active Shooter or terrorist threat, survivability is key. If you practice your responses, you increase your chances of remaining calm, taking appropriate actions during an incident, and surviving.

*Mouse over the hotspots for important information.*



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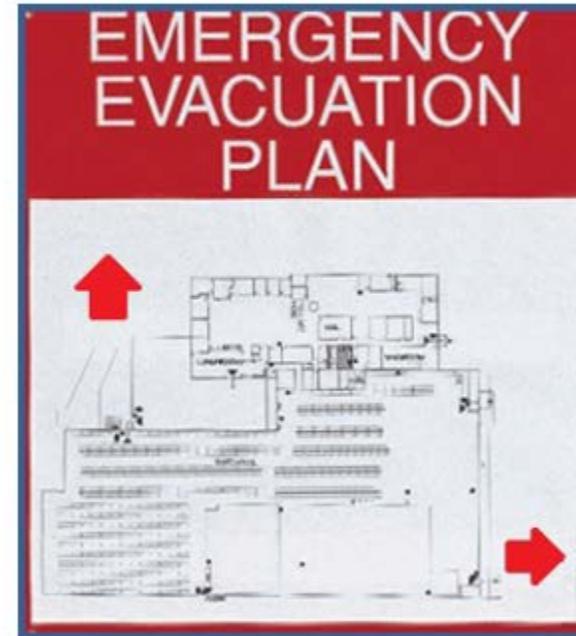
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## PREPAREDNESS

The Command has a responsibility, as does the employee, to prepare for situations such as an Active Shooter. Within your workplace, there should be posted signs of predetermined evacuation routes. These signs should be located throughout the buildings and work spaces. You should have at least two means of evacuating the area.





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## PREVENTION

Enough cannot be said about fostering a respectful workplace. As you learned earlier in the lesson, Active Shooters are often driven to the extreme by situations or people in their lives. You can help your coworkers by recognizing when someone is under stress or duress and expressing your observations through your Chain of Command. Your actions could prevent someone from going over the edge. And finally, recognize within yourself signs of stress or feelings of despair, and seek help. Your Command has people who can help you and maintain your privacy. Seeking help in time of need is a sign of strength and caring.

### PREVENTION

- Foster a respectful workplace
- Build an awareness of workplace violence
- Recognize the need for help



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## HOW CAN THE COMMAND PREPARE FOR SOMETHING LIKE THIS?

The Command has an Emergency Action Plan in place and training for an Active Shooter situation. John sees no value in the hullabaloo associated with training exercises. When the time comes, he knows he will be able to handle the situation and does not need to practice. Select the statements that might be his supervisor's arguments as to why John does need to practice.

- No situation will be the same. You need to know where all the exits are so you know your escape options and alternate routes out of the building.
- You need to know what rooms you can use to hide and barricade yourself in.
- Once an incident begins you will have to think and act quickly. Practicing helps you make quick decisions that may save your life.
- During an incident, everything will be chaotic. Practicing ahead of time helps you better handle chaotic situations.

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- During an incident, everything will be chaotic. Practicing ahead of time helps you better handle chaotic situations.

All correct responses are now checked. Once an incident begins, there will be little time to think about what actions you need to take. Exercising your actions and responses ahead of time will help you quickly assess the situation and make quick decisions on what actions you need to take.

[Check Answers](#)

*Click Exit to proceed to next lesson.*



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## WHAT HAPPENS AFTER THE ACTIVE SHOOTER IS NEUTRALIZED?



Once the Active Shooter is stopped, the law enforcement officers will turn their focus to the victims and evacuation. What should you expect and what should you be expected to do?



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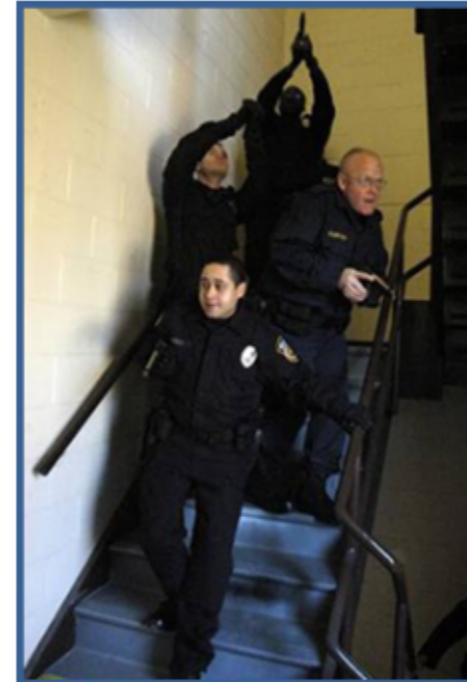
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## ACTIONS

Once the Active Shooter is no longer a threat, the response teams will turn their attention to the victims. They will establish safety corridors so that you can get out and other people who need to help with the situation can get in. They may establish a secure area within the building to gather victims and give instructions. Stay quiet and listen carefully to the response leaders. You can expect to be searched and you may be asked to keep your hands over your head. You are not a suspect; these procedures are for your own safety and that of others.





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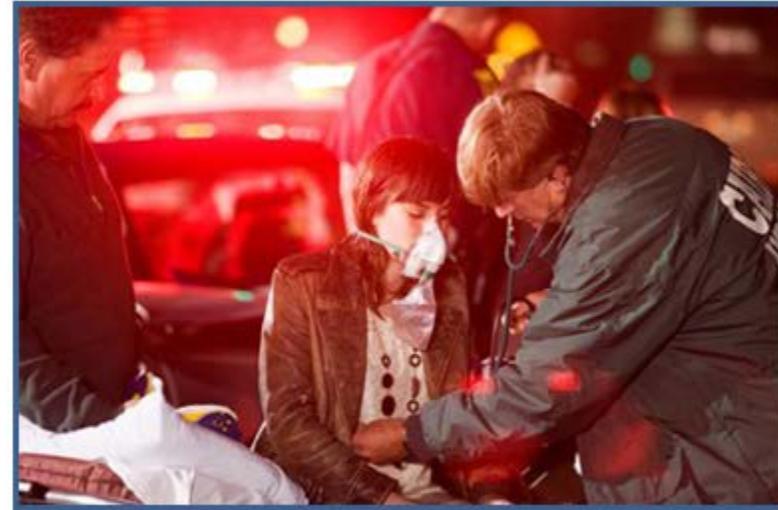
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## EVACUATING THE SCENE

Once you are outside the threat area and in a secure location, you can expect to be examined by medical personnel and questioned by Law Enforcement authorities. Be cooperative and try to recall as many details as you can. Understand the officers need as many details as you can provide while the information is still fresh in your memory. The longer it takes to gather this information, the more likely you are to forget details. This may take some time.





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## CRIME SCENE PROCEDURES

The site of an Active Shooter incident is a crime scene and will be treated as such by law enforcement. You will not be permitted to retrieve items from the area. You will receive instructions as to how you can recover personal items at a later date. Some items may be kept as evidence and you may not get these items back immediately.



*Click Exit to proceed to next lesson.*



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## IT IS MY DECISION.

This lesson provides you with an awareness of the seriousness of an Active Shooter incident and your responsibilities to provide for your safety and others. The upcoming scenario, "It's My Decision," will test your ability to apply the information in a real-world setting.





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### 0800

You have just finished The Active Shooter online training course. You review the references and make a note to start preparations in the near future. You overhear a conversation a disgruntled employee is having with a fellow co-worker. They sound very negative and borderline threatening at times. You do not really think anything of it until you hear one man mention taking "drastic measures" to stick it to the Command. You consider your next move. Should you tell your supervisor about this conversation?

- No, there is no cause for concern. The employee is just letting off steam and it really is none of your business to interfere with other people's matters.
- Yes, while it may not appear like a threatening situation, the supervisor should be made aware of the conversation.
- Maybe, it depends on how serious you consider his threats to be.



Check Answers

*Submit your answer.*



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0800

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- Maybe, it depends on how serious you consider his threats to be.

Check Answers



You are correct. Threatening conversations are to be handled by management.

1 2 3 4 5 6

Select the next question to continue.



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You decide to tell your supervisor about the conversation. She tells you that she will take the conversation into consideration and talk with someone in Human Resources.

You hear gun shots followed by screaming and yelling coming from down the hall. With shots fired and people screaming, you recognize you have an Active Shooter situation and you must respond now and quickly. What is your initial response?

- Evacuate. Directly exit the building immediately.
- Hide Out. You find the nearest vacant cubicle and hide under the desk, hoping to wait it out.
- Take Action. You decide to hide, then surprise the shooter with a makeshift weapon and overpower the Active Shooter.



Check Answers

1 2 3 4 5 6

Submit your answer.

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1000

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- Hide Out. You find the nearest vacant cubicle and hide under the desk, hoping to wait it out.
- Take Action. You decide to hide, then surprise the shooter with a makeshift weapon and overpower the Active Shooter.



Correct, your first choice should always be to evacuate. That is the safest decision.

Check Answers

1 2 3 4 5 6

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### 1005

You have found the nearest stairwell and have started your exit. As you pass the third floor, you encounter a fellow co-worker who has sprained her ankle in an attempt to flee. Noting that your co-worker will have a difficult time using the stairs, you realize you must take action. What do you do?

- Do nothing. The injured co-worker will slow you down and perhaps allow the shooter to catch up with you.
- Wait for emergency responders. You decide to stay with your co-worker until you can flag down the response team to help.
- Help your co-worker. You decide to help her to safety.



[Check Answers](#)

1 2 **3** 4 5 6

*Submit your answer.*



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- Wait for emergency responders. You decide to stay with your co-worker until you can flag down the response team to help.
- Help your co-worker. You decide to help her to safety.

Check Answers



You are correct. While your personal safety is important, you have a responsibility to help your co-workers.



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### 1015

You and your co-worker are almost to the bottom of the staircase. You see the exit at the far end of the hall. You decide to head towards the exit; however, you look out the window and notice the Active Shooters are outside and moving toward the building. You are forced to stay inside and have to act fast to determine your next move.

- You decide to try another exit on the other side of the building.
- You decide to find a room to hide in and barricade yourselves in until Law Enforcement Officers arrive. You then call 911 and give what information you can about the shooter.
- You decide to take matters into your own hands and prepare to deal with the shooters.



Check Answers



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- You decide to take matters into your own hands and prepare to deal with the shooters.

Check Answers



Correct, if it is not possible to exit safely, then hiding and barricading yourself in the room is your next best option.



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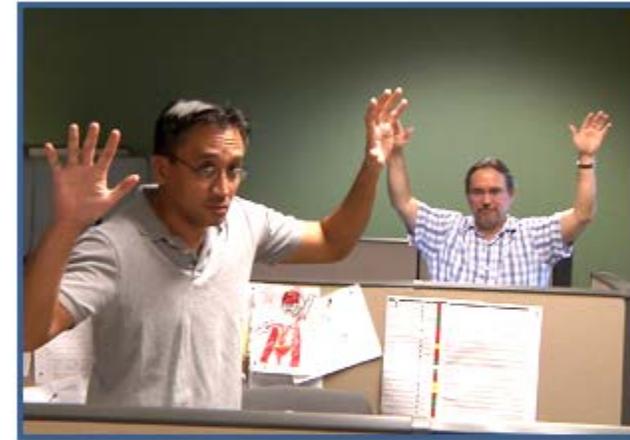
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### 1025

You hide with your injured co-worker in a nearby lab. Suddenly, you hear shots ring out and several people yelling. The door bursts open and several members of the SWAT team stand in the doorway. Now that help has arrived, what do you do?

- Immediately freeze, keep your hands visible, make no sudden movements, and wait for the instructions of the police.
- Flag the SWAT team to help you get your co-worker outside to safety.
- Aid the SWAT team in locating any other suspected shooters on the property.



[Check Answers](#)

1 2 3 4 **5** 6

*Submit your answer.*



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- Flag the SWAT team to help you get your co-worker outside to safety.
- Aid the SWAT team in locating any other suspected shooters on the property.

Check Answers



Correct, you do not want to be seen as a threat. Make no sudden movements, stay calm, and remain silent until you receive instructions. Any sudden movements could be considered as a hostile act by the police and they may mistake you for a threat.

1 2 3 4 **5** 6

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1100

You have reached the evacuation assembly area and handed off your injured co-worker to some EMTs who are treating injured victims. After some time, you receive word that the shooters have been stopped and they are no longer threats on the base. The nightmare has come to an end. What do you do next?

- You tell the EMTs that you are not injured and head home to your family.
- You find your supervisor to tell her you are okay. You then wait around to see if you can help.
- You approach the law enforcement officers and give them information regarding the shooting. You wait on the premises until they release you.



Check Answers

1 2 3 4 5 **6**

Submit your answer.

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### 1100

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- You find your supervisor to tell her you are okay. You then wait around to see if you can help.
- You approach the law enforcement officers and give them information regarding the shooting. You wait on the premises until they release you.

Check Answers



Correct, Law Enforcement Officers will need to collect information on the events, your contact information, and may want to have all personnel evaluated by Emergency Medical Services before they release you. Only then can you leave the area.

1 2 3 4 5 **6**

Select the next to continue.



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## **ADDITIONAL INFORMATION**

Additional information can be obtained by contacting your Installation Antiterrorism Officer, Installation Security Officer, or Installation Police Chief.

Printed information is also available on the Department of Homeland Security Website at [www.dhs.gov](http://www.dhs.gov).

You have completed The Active Shooter lesson. To print the Certificate of Completion for your training records return to Navy e Learning.

Should you have any questions about this training, contact CNIC N7, Training and Readiness.

*You have completed "The Active Shooter" course. Click Exit to return to the LMS.*

