



Active Shooters & Dental Offices

Emergency Planning and Resources

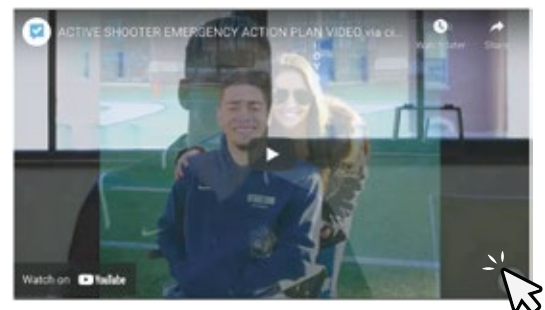


No one action can prevent, stop, or guarantee safety in the event of an active shooter.

The Department of Homeland Security has created an [Emergency Action Plan guide](#) for Active Shooter Preparedness. Organizations are encouraged to use this guide as a medium to document the initial steps toward creating an Active Shooter preparedness plan.

This guide is not meant to replace your organization's Emergency Action Plan. Rather, it is a tool that begins the EAP development process.

The [Active Shooter Emergency Action Plan Video](#) is a virtual learning tool that describes the fundamental concepts of developing an Emergency Action Plan (EAP) for an active shooter scenario. This instructive video guides organizations through important considerations of EAP development utilizing the first-hand perspectives of active shooter survivors, first responders, and other subject matter experts who share their unique insights.



Pre-Planning Recommendations and Suggested Training

Does your organization have an emergency action plan? If so, review your organization's policy or process for creating the plan. Determine if an active shooter preparedness plan can fit into your organization's overarching plan which may already include a plan for fire evacuation, severe weather, and bomb threats.

We also suggest obtaining a copy of the Federal Emergency Management Agency's (FEMA) [Comprehensive Preparedness Guide \(CPG\) 101](#) "Developing and Maintaining Emergency Operations Plan" and review the six step planning process.

This article is a summary of the EAP for Active Shooter Preparedness created by the Department of Homeland Security. All credit goes to their team.

Need Help?

Contact the DHS Active Shooter Preparedness team at
ASworkshop@hq.dhs.gov



Options For Consideration Active Shooter Preparedness

Possible actions that individuals can take if confronted with an active shooter scenario.

Active shooter events can occur anywhere at any time, and frequently involve individuals attempting to kill others indiscriminately. These events are unpredictable and can evolve quickly. For this reason, whenever you enter a building as an employee, guest or customer, you must be prepared and know what to do if faced with the worst case scenario, even if it's just another day at the office.

When startled by a gunshot, it's a natural human reaction to freeze. Unfortunately, this response leaves you vulnerable to what might come next. If you see someone frozen in place in this type of situation, make your best attempt to assist them.

What are the possible actions that individuals can take if confronted with an active shooter scenario?

RUN

When possible, the best alternative and an active shooter event is to run. Quickly and cautiously evacuate if your path is clear, and you can safely reach an exit. Go as soon as possible. Don't hesitate and leave belongings behind.

Running makes you harder to hit and improves your chances of survival. If you're running towards law enforcement, keep **empty** hands up in plain sight and follow their instructions.

If the active shooter is reported in the area, but not right at your office

Don't run. The best option in this case is to remain in the office, lock the doors, and stay low and out of sight.

These demonstrations of possible actions that individuals can take if confronted with an active shooter scenario are based on the CISA's Active Shooter Workshop. Done Desk is not responsible for any actions taken in the event of an emergency. All parties are responsible for their own Emergency Preparedness training and application.



Options For Consideration *Active Shooter Preparedness*

Possible actions that individuals can take if confronted with an active shooter scenario.

HIDE

If there is no escape route, find a good hiding place. Lock and barricade the door. Silence cell phones, TVs, and children. Prepare a defense plan and identify the best fighters in the case you must fight. Call 911.

FIGHT

In the midst of the chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident. Fight only as a last resort. Use available objects as weapons. Teamwork and surprise can ambush and overtake a gunman to incapacitate the attacker.

Remember you're fighting for your life. Don't fight fair.

Vicinity Alerts

If your office receives a vicinity alert, there may be a shooter situation in your area. There is often no way to tell exactly where the shooter is located, and they may be on the move. Employees and customers should follow the lead of managers during an emergency situation.

During an emergency, managers should be familiar with their EAP, and be prepared to:

- Remain calm and take immediate action.
- Lock and barricade doors.
- Evacuate staff and customers via a preplanned evacuation route to a safe area.

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Emergency Action Plans

The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies.

Well developed emergency plans and proper employee training (so that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

A poorly prepared plan could lead to a disorganized evacuation or emergency response, resulting in confusion, injury, and property damage.

Minimum Requirements

Putting together a comprehensive emergency action plan that deals with those issues specific to your office is not difficult. It involves taking what was learned from your [workplace risk evaluation](#) and describing how employees will respond to different types of emergencies, taking into account your specific office layout, structural features, and emergency plan.

At a minimum, the plan must include but is not limited to the following elements [29 CFR 1910.38(c)]:

- Means of reporting fires and other emergencies
- Evacuation procedures and emergency escape route assignments
- Procedures for employees who remain to operate critical office operations before they evacuate
- Accounting for all employees after an emergency evacuation has been completed
- Rescue and medical duties for employees performing them
- Names or job titles of persons who can be contacted

Although they are not specifically required by OSHA, you may find it helpful to include the following in your plan:

- A description of the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.
 - The site of an alternative communications center to be used in the event of a fire or explosion.
- A secure on- or offsite location to store originals or duplicate copies of accounting records, legal documents, your employees' emergency contact lists, and other essential records.



Need help creating or updating your Emergency Action Plan (EAP)?



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