ACTIVE SHOOTER PREPAREDNESS

August 6, 2019

McHenry School Safety Summit

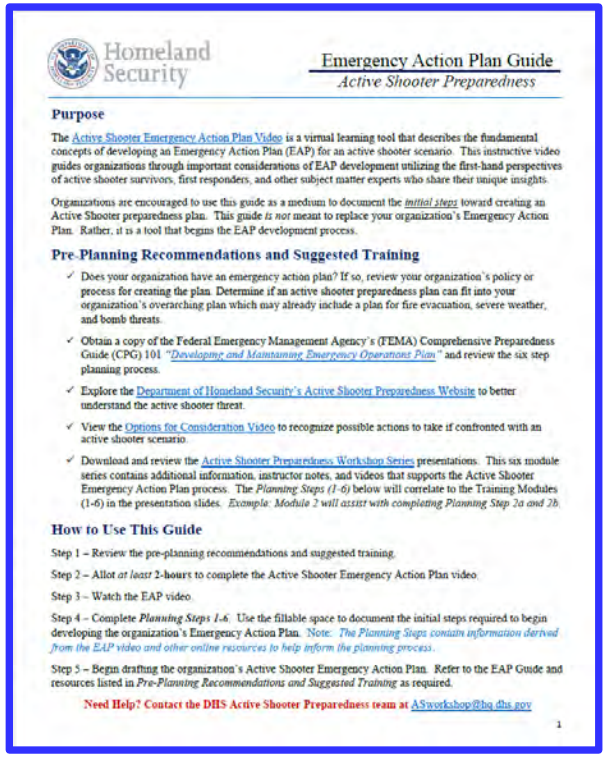
Crystal Lake, IL

Hometown Security

Preparedness Planning

A preparedness plan typically will address five areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery



Homeland Security

Emergency Action Plan Guide
Active Shooter Preparedness

Purpose

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.

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.

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.
- ✓ Obtain 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.
- ✓ Explore the Department of Homeland Security's Active Shooter Preparedness Website to better understand the active shooter threat.
- ✓ View the Options for Consideration Video to recognize possible actions to take if confronted with an active shooter scenario.
- ✓ Download and review the Active Shooter Preparedness Workshop Series presentations. This six module series contains additional information, instructor notes, and videos that supports the Active Shooter Emergency Action Plan process. The *Planning Steps (1-6)* below will correlate to the Training Modules (1-6) in the presentation slides. *Example: Module 2 will assist with completing Planning Step 2a and 2b.*

How to Use This Guide

Step 1 – Review the pre-planning recommendations and suggested training.

Step 2 – Allot *at least* 2-hours to complete the Active Shooter Emergency Action Plan video.

Step 3 – Watch the EAP video.

Step 4 – Complete *Planning Steps 1-6*. Use the fillable space to document the initial steps required to begin developing the organization's Emergency Action Plan. *Note: The Planning Steps contain information derived from the EAP video and other online resources to help inform the planning process.*

Step 5 – Begin drafting the organization's Active Shooter Emergency Action Plan. Refer to the EAP Guide and resources listed in *Pre-Planning Recommendations and Suggested Training* as required.

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

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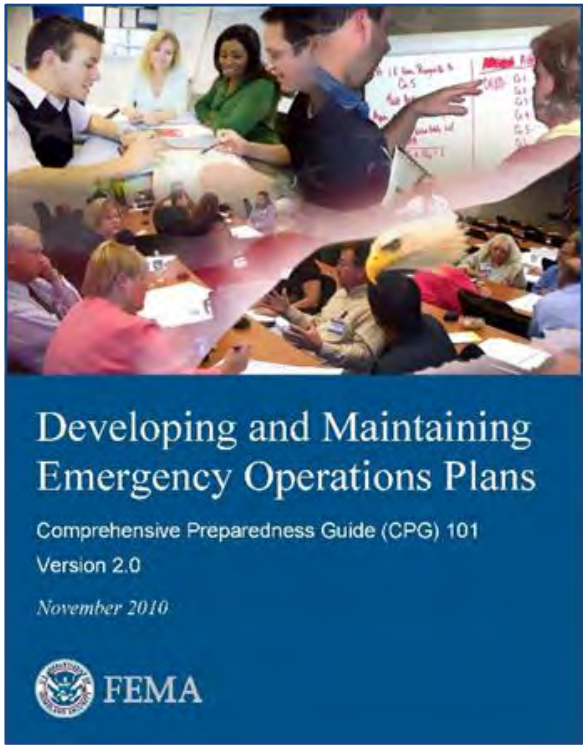

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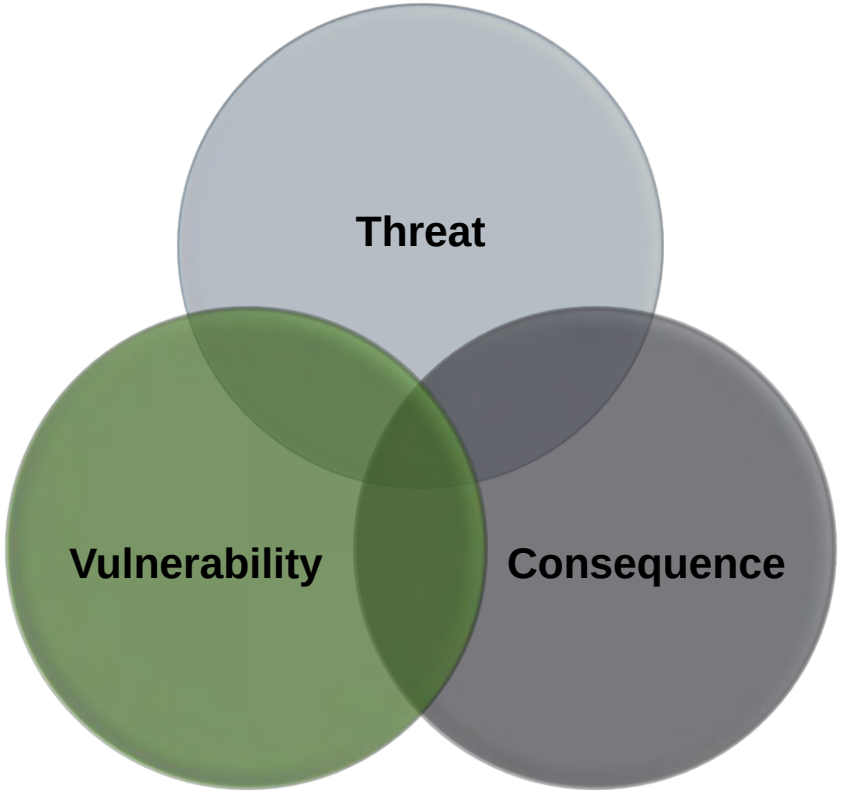
Risk Analysis

Risk is the potential for an unwanted outcome from an incident; it has three components:

- Threat
- Vulnerability
- Consequence

Assessing risk will help you:

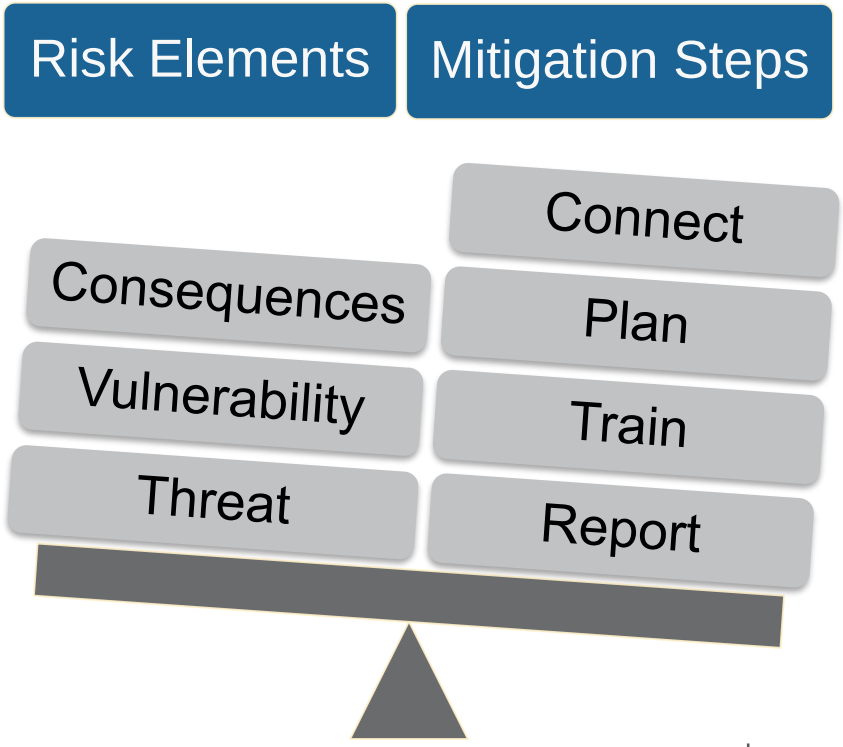
- Understand your situation
- Prioritize actions
- Identify and compare options
- Allocate resources



Mitigating Risk

There are three important elements to help reduce the negative impact of any disaster, including an active shooter incident:

- Assess risk
- Identify best practices
- Implement mitigation steps



Risk Assessment and Mitigation Options

To help schools better understand risk and potential options for consideration to mitigate those risks, DHS published K-12 School Security: A Guide for Preventing and Protecting Against Gun Violence.

- The Guide is delivered in two parts:
  1. A narrative introduction to security for K-12 institutions
  2. A voluntary self-assessment for schools
- Available at: https://www.dhs.gov/publication/k-12-school-security-guide.

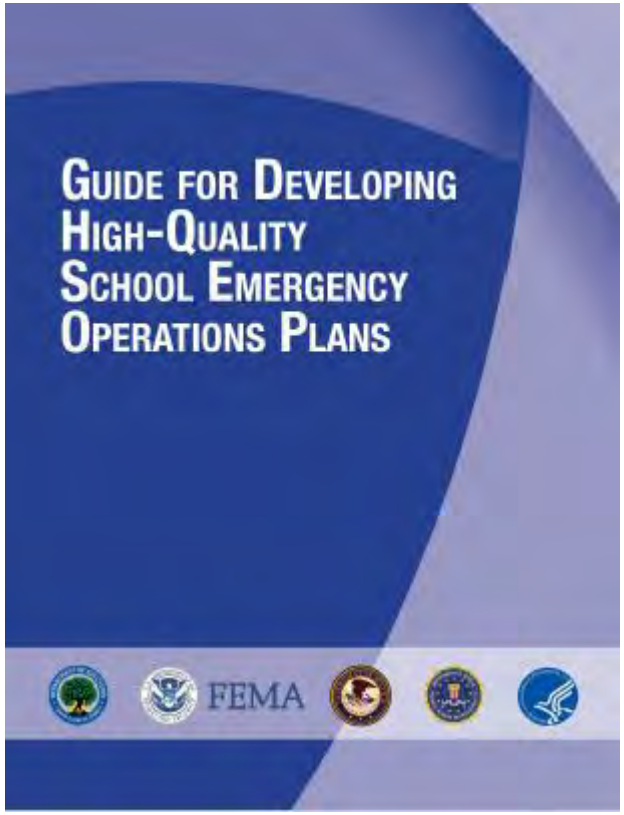
Drafting and Reviewing Plans

Best Practices for Writing the Plan

- Use simple language
- Use short, active voice sentences
- Give enough detail to convey easily understood, actionable guidance
- Focus on mission guidance

Considerations for Reviewing the Plan

- Adequacy
- Feasibility
- Acceptability
- Completeness
- Compliance



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Exercising the Plan

In 2018, DHS released Exercise Starter Kits for institutions of higher education and K-12 schools. These are self-conducted tabletop exercises which may validate existing plans, policies, and procedures and elicit areas for improvement. The kits include:

- An Exercise Conduct Briefing
- A Situation Manual
- A Facilitator Guide
- A Participant Feedback Form Template
- An After-Action Report Template

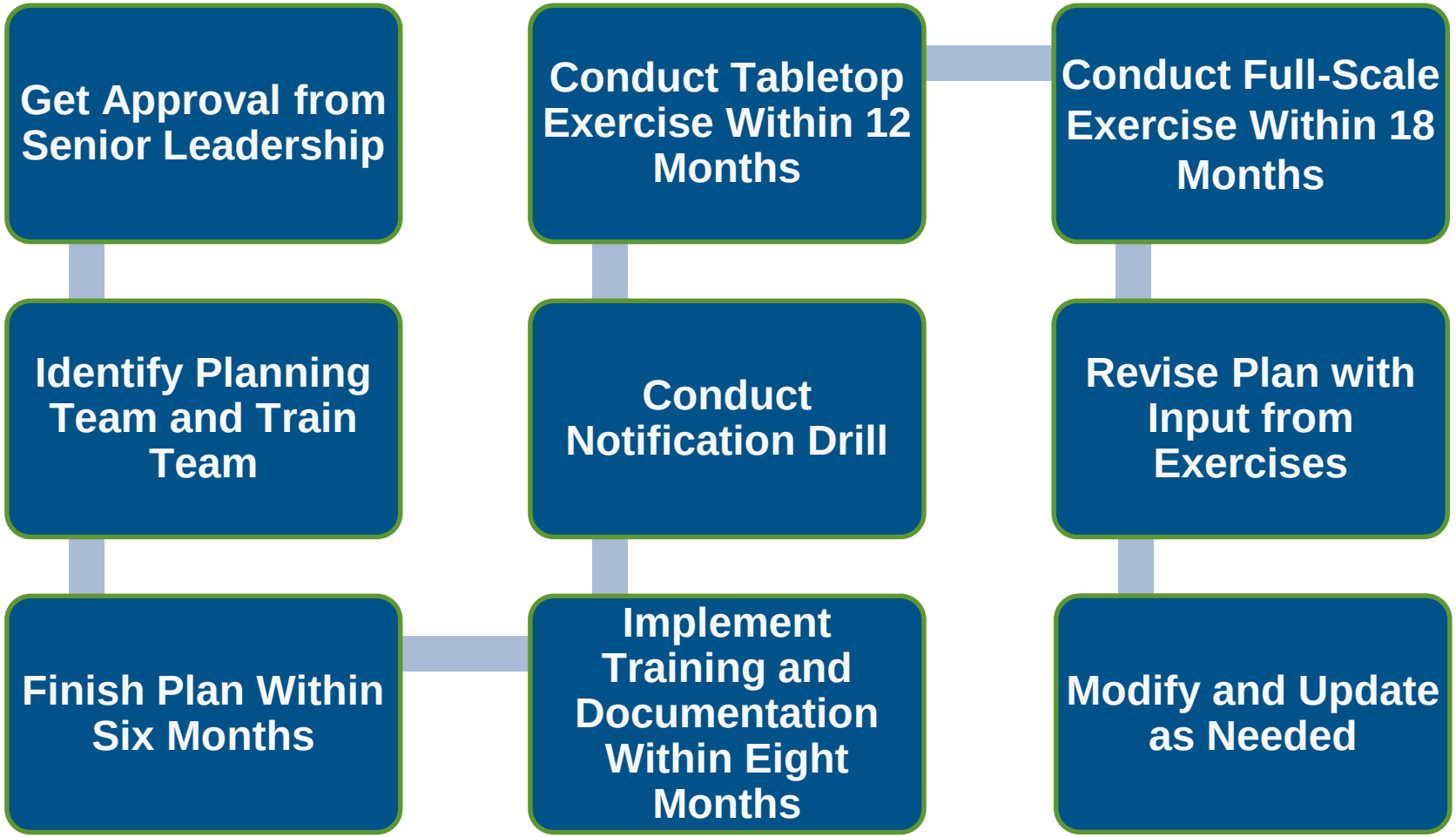
To request an ESK for your school please visit:
https://www.dhs.gov/esks

A Progressive Approach

Regardless of exercise type, each builds on a set of common program priorities and tests capabilities.

Homeland Security Exercise and Evaluation Program (HSEEP) FEMA March 2006

The Way Ahead



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For more information:
https://www.dhs.gov/cisa/active-shooter-preparedness

Questions?
Email: megan.drohan@hq.dhs.gov

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