

For: FFAS Employees

Threat Reaction Procedures

Approved by: Deputy Administrator, Management



1 Threat Reaction Procedures for Active Shooter Situations

A Background

With recent events and trends increasing in using violence within public places to include Federal facilities and schools, all FSA employees should be aware of the proper actions to take during these potential dangerous situations. The common description of 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. As such, every FSA organization shall have procedures in place that cover what and when there is an active shooter scenario. All threats must be taken seriously and FSA employees must be prepared to ensure the safety of themselves and customers.

B Purpose

This notice:

- informs FSA personnel of the proper procedures to follow when there is an active shooter scenario
- provides guidelines for employees to follow when an active shooter event takes place.

C Contact

Direct questions about this notice to David Tidwell, EPD by either of the following:

- e-mail at **david.tidwell@wdc.usda.gov**
- telephone at 202-720-4542.

Disposal Date	Distribution
October 1, 2013	All FAS, FSA, and RMA employees; State Offices relay to County Offices

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1 Threat Reaction Procedures for Active Shooter Situations (Continued)

D Active Shooter Guidelines

All FSA facilities must have guidelines in place that cover what to do when there is an active shooter. This notice serves as a tool to help employees respond to and manage active shooter events.

The FSA Active Shooter Guidelines (Exhibit 1) must be:

- available at every location where employees work
- incorporated into the Emergency Operations Plan.

All FSA managers **must** discuss this information with employees and ensure that employees are aware of the proper actions to take if an active shooter scenario takes place.

FSA Active Shooter Guidelines

The following table provides the FSA Active Shooter Guidelines that must be available at every location where employees work, and shall be incorporated into Emergency Operations Plan manuals.

How to Respond When an Active Shooter Is in Your Vicinity	
Step	Action
1	Dial “911”, if possible. Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Do not confront the shooter.
2	Evacuate. If there is a safe, accessible escape path, attempt to evacuate the premises. Be sure to do the following: <ul style="list-style-type: none"> • have an escape route and plan in mind • evacuate regardless of whether others agree to • leave personal belongings behind • help others escape, if possible • prevent individuals from entering an area where the active shooter may be • keep hands visible • follow the instructions of any police officers • do not attempt to move wounded people • call 911 when safe, if the call has not already been made.
3	Hideout. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. The hiding place should: <ul style="list-style-type: none"> • be out of the active shooter’s view • provide protection if shots are fired; for example, an office with a closed and locked door • not be an entrapment or restrict options for movement.
4	Secure. To prevent an active shooter from entering the hiding place, ensure that the door is locked and blockade the door with heavy furniture.
5	Prepare. If the active shooter is nearby: <ul style="list-style-type: none"> • lock the door • silence cell phone and/or pager • turn off any source of noise; for example, radios or televisions • hide behind large items; for example, cabinets or desks • remain quiet, if evacuation and hiding out are not possible • remain calm • dial “911”, if possible, to alert police to the active shooter’s location • if you cannot speak, leave the line open and allow the dispatcher to listen.
6	Take action against the active shooter. Only as a last resort, and only when there is imminent danger. Attempt to disrupt and/or incapacitate the active shooter by doing the following: <ul style="list-style-type: none"> • acting as aggressively as possible against him or her • throwing items and improvising weapons • yelling and committing to taking action.

FSA Active Shooter Guidelines (Continued)

How to Respond When Law Enforcement Arrives	
Step	Action
1	<p>Be aware. 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. Officers:</p> <ul style="list-style-type: none"> • usually arrive in teams of 4 • may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment • may be armed with rifles, shotguns, and/or handguns • may use pepper spray or tear gas to control the situation • may shout commands, and may push individuals to the ground for their safety.
2	<p>Remain calm and follow officers’ instructions that may include the following:</p> <ul style="list-style-type: none"> • put down any items; for example, bags and jackets • 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.
3	<p>Provide law enforcement or 911 operator the following:</p> <ul style="list-style-type: none"> • location of the active shooter • number of shooters, if more than 1 • physical description of the shooter • number and type of weapons held by the shooter • number of potential victims at the location.
4	<p>Be ready. 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. He or she may also call on able-bodied individuals to assist in removing the wounded from the premises.</p>
5	<p>Do not leave until law enforcement authorities have instructed you to do so. After getting to a safe location or an assembly point, remain in that area until law enforcement gets the situation under control, and all witnesses have been identified and questioned.</p>