

**FIRE DEPARTMENT • CITY OF NEW YORK**



# **Class Exercise and Discussion for Active Shooter Cases**

**(additional material for school instructors )**

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Note:

All FDNY accredited schools **MUST** provide this document to the students after the active shooter and medical emergency preparedness course without additional charge.

## Contents

Introduction .....	3
Discussion points.....	4
Hotel case 1: Austin Omni hotel shooting .....	4
Hotel case 2: 2005 Living Church of God shooting.....	6
Hotel case 3: 2010 Muna hotel attack.....	8
Public assembly case 1: 2012 Colorado movie theater shooting .....	10
Public assembly case 2: 2016 Irving Plaza shooting.....	12
Public assembly case 3: 2013 Westgate Shopping Mall shooting.....	14
University case 1: 2007 Virginia Tech shooting .....	16
University case 2: 2008 Northern Illinois University shooting.....	19
University case 3: 2012 Oikos University shooting.....	21
Office buildings case 1: 2008 Silicon Valley office shooting.....	23
Office buildings case 2: 1999 Atlanta office shooting.....	25
Office buildings case 3: 2010 Las Vegas courthouse shooting.....	27
Case 1: 2011 Tucson shooting (supermarket parking lot) .....	29
Case 2: 2016 UCLA shooting .....	29

## Introduction

This document is to provide the FDNY approved schools the major discussion points for each question provided in every case study. The instructors are required to cover all discussion points for the case they selected. The FDNY strongly recommends that the instructors do not distribute this document until the end of the class. Students' active involvement in real case study can help them to apply all the knowledge they learned from the class to real-world problems.

The following recommendations are **general guidelines**. They are considered as best practice and may be useful in real life emergencies. The purpose is NOT to provide unbending, absolute rules for situations in which there are a great many variables. The most appropriate emergency actions may vary depending on the specific active shooter situation which occurs within the context of the event, the building design and components.

## **Discussion points**

### Hotel case 1: Austin Omni hotel shooting

Assume you are a FLS Director of a hotel

1. *What information and knowledge should you share with the hotel staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location. You are informed that a person is pacing around the lobby of the hotel with a rifle. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- relocate any building occupants from the lobby area
- assess the building components or systems

3. *You are in a safe location and are capable of making a notification to all the hotel occupants. What is the content of the notification you will make?*

“Attention! A person is carrying a gun in the lobby area. Avoid danger. Move to a secure area immediately. If you can, stay in your room, lock your door and move away from the door.”

4. *You are in a safe location. If the shooter starts to fire shots before police arrive, what action should you take? What is the content of the notification you will make, if it is safe to do so?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants. Content of the notification to the building occupants:  
“Attention! Gun shots are fired in the lobby area. Avoid danger. Move to a secure area immediately. If you can, stay in your room, lock your door and move away from the door.”
- assess the building components or systems

5. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer's instruction when the first responders arrive on scene.

6. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - A shooter fired his rifle and shot a bystander in the lobby area
  - Physical description of shooter(s)  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building

Hotel case 2: 2005 Living Church of God shooting

Assume you are a FLS Director of a hotel.

1. *What information and knowledge should you share with the hotel staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the shooting is occurring in a conference room on 2<sup>nd</sup> floor of your hotel. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- assess the building components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the hotel occupants. What is the content of the notification you will make?*

“Attention! Gun shots are fired in a conference room on 2<sup>nd</sup> floor. Avoid danger. Move to a secure area immediately. If you can, stay in your room, lock your door and move away from the door.”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots are fired in a conference room on 2<sup>nd</sup> floor
  - Witness reported that one active shooter using a handgun was shooting at the attendees in the conference room
  - Physical description of shooter(s)  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - Several people were shot
  - The special design of the building

Hotel case 3: 2010 Muna hotel attack

Assume you are a FLS Director of a hotel.

1. *What information and knowledge should you share with the hotel staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the attack began in your hotel. Your staff indicated that there is a group of shooters firing automatic weapons on the ground floor of the hotel. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- assess the building components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the hotel occupants. What is the content of the notification you will make?*

*Note: Circumstances that should be covered:*

- *Multiple shooters*
- *Physical description of the shooters (e.g. clothing, weapons, etc.)*
- *Shooters are trying to open hotel room doors*

“Attention! Gun shots are fired on the first floor. Many shooters wear government military uniforms and they are moving to different floors. Avoid danger. Move to a secure area immediately. If you can, stay in your room, lock your door, use furniture to block your door and move away from the door.”



4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer's instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - A group of shooters in the hotel, they are moving throughout different floors
  - The shooters are wearing military uniforms
  - The type of weapon the shooters are using
  - Several people were shot throughout different floors
  - There are many lawmakers in this hotel
  - The special design of the building

Public assembly case 1: 2012 Colorado movie theater shooting

Assume you are a FLS Director of a multiplex theater.

1. *What information and knowledge should you share with the theater staff during your periodic active shooter emergency preparedness training?*

- If you see something, say something to the responsible personnel. Staff should report suspicious activity. Emergency doors should remain closed but not chained shut.
- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *During theater hours, an employee informs you that an emergency exit of a theater is propped open. What action should you take?*

Instruct a staff member to investigate and correct the situation. The staff should also report any suspicious activity to the FLS Director.

3. *Before you make any correction for the emergency exit door, the fire alarm begins to sound, smoke is coming out from a theater and gunshots are heard from the same theater. The crowd starts panicking and self-evacuating. You are in a safe location. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- turn on the lights in the theater(s)
- request the FLS Brigade to help evacuate the occupants
- assess the building components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

4. *You are in a safe location and are capable of making a notification to all the theater occupants. What is the content of the notification you will make?*

“Attention! Gun shots are fired in theater 9 on the ground floor. There might be a fire inside the theater 9. Avoid danger. If safe to do so, move to a secure area immediately or find a place to barricade.”

5. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer's instruction when the first responders arrive on scene.

6. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in the theater 9, fire alarm is activated, smoke coming from theater 9
  - The shooter is wearing tactical clothing
  - The type of weapon the shooter is using
  - The special design of the building

Public assembly case 2: 2016 Irving Plaza shooting

Assume you are a FLS Director of this concert venue.

1. *What information and knowledge should you share with the venue staff during your periodic active shooter emergency preparedness training?*

- The security procedure should be followed
- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident.
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while gun shots were heard. The crowd starts panicking and self-evacuating. What actions should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- turn on all lights in the venue
- request the FLS Brigade to help evacuate the occupants
- assess the building components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the venue occupants. What is the content of the notification you will make?*

“Attention! Gun shots are fired in the venue. People got hurt near the stage. Avoid danger. If safe to do so, move to a secure area immediately or find a place to barricade.”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. What information should you provide to the arriving police officers?
- Notify them of the nature of the emergency and the actions taken up to the current time
  - Provide building information including:
    - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
    - Fire Safety and Emergency Action Plan
    - Premises security radios/walkie-talkies
  - Provide the information of the active shooter incident:
    - Gun shots were fired in this venue, people got hurt by the stage and in a VIP room
    - Shooter is unknown
    - Many popular performers in the venue
    - The special design of the building

Public assembly case 3: 2013 Westgate Shopping Mall shooting

Assume you are a FLS Director of a large mall.

1. *What information and knowledge should you share with the mall staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the attack began in the mall. Your staff indicated that there were two groups of shooters firing automatic weapons on the ground floor and the rooftop. What actions should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- request the FLS Brigade to help evacuate the occupants
- assess the building components or systems

If there is a freight elevator being operated manually, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the occupants. What is the content of the notification you will make?*

“Attention! Gun shots are fired on the first floor and on the roof. There are multiple shooters and they are moving to different floors. Avoid danger. If safe to do so, move to a secure area immediately or find a place to barricade.”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be

instructed to comply with police officer's instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in different floors, many people got hurt or killed
  - There are multiple shooters
  - The type of weapons used, if known
  - Several civilians and plainclothes officers are engaging with the shooters and helping the occupants to evacuate
  - The special design of the building

University case 1: 2007 Virginia Tech shooting

Assume you are a FLS Director of a university containing multi-buildings on campus.

1. *What information and knowledge should you share with the university students, professors and staff during your periodic active shooter emergency preparedness training?*

- If you see something, say something to the responsible personnel. Staff, students, professors should report suspicious activity. Main entrance doors should never be chained shut. 911 must be called for any bomb threat.
- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. Assume you are in a safe location while the first attack began and the attack was in Dormitory ABC. You are informed that there was a shooting in a dormitory and two dead bodies were found. No one is sure who and where the shooter(s) is/are. What actions should you take? What is the content of the notification you will make?

If safe to do so,

- call 911
- report to the fire command center, make notification to the building and campus occupants. Content of the notification: “Attention! A shooting incident occurred in Dormitory ABC with multiple victims. The shooter may be loose. Avoid danger. Move to a secure area immediately. If safe to do so, find a place to barricade. Persons off campus should stay away from campus”
- assess the building and campus components or systems

If there is a freight elevator being operated manually in the dormitory, advice the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are informed that there is a bomb threat in Building X. What actions should you take?*

- Call 911 to report the bomb threat
- The FLS Director should immediately report to the Fire Command Center
- Notify/consult with the FLS Brigade regarding the implementation of the emergency plan



- If the plan is activated, the FLS Director has to make notification to the building and campus occupants
- Assess the building components or systems

4. *Assume you are in a safe location while the second shooting began on the 2nd floor of Building K. What actions should you take? What is the content of the notification you will make?*

If safe to do so,

- call 911
- report to the fire command center; make notification to the building and campus occupants. Content of the notification: “Attention! An active shooter was last seen on 2nd floor of building K. Avoid danger. Move to a secure area immediately. If safe to do so, find a place to barricade. Persons off campus should stay away from campus”
- assess the building and campus components or systems

If there is a freight elevator being operated manually in the dormitory, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

5. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone on campus who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

6. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired mainly on 2nd floor of Building K, many people got hurt or killed
  - The shooter is a student, named John Doe and he has multiple weapons

- Types of weapon if known
- Physical description of the shooter  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
- Bomb threat note was found on the chained doors
- The special design of the building

University case 2: 2008 Northern Illinois University shooting

Assume you are a FLS Director of a university containing multi-buildings on campus.

1. *What information and knowledge should you share with the university students, professors and staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the attack began. You are informed that there was a shooting in a lecture hall. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building and campus occupants
- assess the building and campus components or systems

If there is a freight elevator being operated manually, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *Assume the attack happened in a Lecture Hall Y. You are in a safe location and are capable of making a notification to all the campus occupants. What is the content of the notification you will make?*

“Attention! An active shooter was last seen in lecture hall Y. Avoid danger. Move to a secure area immediately. If safe to do so, find a place to barricade. Persons off campus should stay away from campus”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone on campus who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in a university lecture hall, many people got hurt or killed
  - The shooter is a former student, named John Doe, and he is using multiple weapons
  - Physical description of the shooter  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building

University case 3: 2012 Oikos University shooting

Assume you are a FLS Director of a single-building university.

1. *What information and knowledge should you share with the university students, professors and staff during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the attack began. You are informed that there was shooting in a classroom A. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the campus occupants
- assess the building and campus components or systems

If there is a freight elevator being operated manually in the building, advice the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the building occupants. What is the content of the notification you will make?*

“Attention! An active shooter was last seen in classroom A. Avoid danger. Move to a secure area immediately. If safe to do so, find a place to barricade. Persons off campus should stay away from campus”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone on campus who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in classroom A, many people got hurt or killed
  - The shooter is a former student, named John Doe
  - The type of weapons he is using
  - Physical description of the shooter  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building

Office buildings case 1: 2008 Silicon Valley office shooting

Assume you are a FLS Director of an office building.

1. *What information and knowledge should you share with the building occupants during your periodic active shooter emergency preparedness training?*

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. *Assume you are in a safe location while the attack began. You are informed that there was shooting in a meeting room. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- assess the building and campus components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *Assume the suite is room 401 on 4<sup>th</sup> floor in your building. You are in a safe location and are capable of making a notification to all the building occupants. What is the content of the notification you will make?*

“Attention! An active shooter was last seen in room 401 located on the 4<sup>th</sup> floor. Avoid danger. Please activate Avoid-Barricade-Confront safety plan based on your location and stand by for further notifications!”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*

- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
- A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in suite 401 on 4<sup>th</sup> floor, many people got hurt or killed
  - The shooter is a former employee, named John Doe and he used a handgun
  - He may be driving silver SUV
  - Physical description of the shooter  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building



Office buildings case 2: 1999 Atlanta office shooting

1. Assume you are a FLS Director of an office building. What information and knowledge should you share with the building occupants during your periodic active shooter emergency preparedness training?

- ABC tactics
- If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
- Information to be reported to 911 operators
- How to respond when police officers arrive on the scene

2. Assume you are a FLS Director of the first office building and you are informed that there is a shooting on third floor. What action should you take?

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- assess the building and campus components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. Assume you are a FLS Director of the first office building; you are in a safe location and are capable of making a notification to all the office occupants. What is the content of the notification you will make?

“Attention! An active shooter was last seen on 3<sup>rd</sup> floor. Avoid danger. Please activate Avoid-Barricade-Confront safety plan based on your location and stand by for further notifications!”

4. Assume you are a FLS Director of the first office building, what information should you provide to the arriving police officers?

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:

- Gun shots were fired on 3<sup>rd</sup> floor in Momentum Securities, many people got hurt or killed
  - The shooter is a former employee, named John Doe and he used two pistols.
  - Physical description of the shooter  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building
5. *If you are aware of anyone who holds a firearm carry license, what should you do?*
- Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
  - A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer's instruction when the first responders arrive on scene.
6. *Assume you are a FLS Director of another office building and you are informed that there is a shooting in a nearby Building B. What action should you take? What is the content of the notification you will make?*
- The FLS Director should immediately report to the Fire Command Center
  - Ensure all the entrances are secured
  - Ensure 911 is notified
  - Making notification to the building occupants. Content of the notification: "Attention! There have been multiple shootings in Building B. The shooter has not been caught. Implement the in-building relocation plan until further notice. Stay away from all windows. All entrances to our building are secured."
  - Consult with the FLS Brigade
  - Assess the building components or systems

Office buildings case 3: 2010 Las Vegas courthouse shooting

Assume you are a FLS Director of an office building.

1. *What information and knowledge should you share with the building occupants during your periodic active shooter emergency preparedness training?*
  - ABC tactics
  - If safe to do so, call 911 and then contact the FLS Director to inform of any active shooter incident
  - Information to be reported to 911 operators
  - How to respond when police officers arrive on the scene
2. *Assume you are in a safe location while the shooting begins in the lobby and the fire command center is not compromised. What action should you take?*

If safe to do so,

- call 911
- report to the fire command center, make notification to the building occupants
- assess the building components or systems

If there is a freight elevator being operated manually in the building, advise the operator to return the freight elevator to the ground level with the door closed, if safe to do so.

3. *You are in a safe location and are capable of making a notification to all the building occupants. What is the content of the notification you will make?*

“Attention! An active shooter was last seen in the lobby of this building. Avoid danger. Please activate Avoid-Barricade-Confront safety plan based on your location and stand by for further notifications!”

4. *If you are aware of anyone who holds a firearm carry license, what should you do?*
  - Notify 911 and the first responders that there is someone in the building who has a firearm carry license.
  - A person who possesses a firearm carry license should be trained to identify him/herself to the first responders during the event and should be instructed to comply with police officer’s instruction when the first responders arrive on scene.

5. *What information should you provide to the arriving police officers?*

- Notify them of the nature of the emergency and the actions taken up to the current time
- Provide building information including:
  - 3 sets of floor plans, Building Information Card (BIC), and keys/access cards (2 sets for NYPD and 1 set for FDNY)
  - Fire Safety and Emergency Action Plan
  - Premises security radios/walkie-talkies
- Provide the information of the active shooter incident:
  - Gun shots were fired in the lobby, people got hurt or killed
  - The shooter used a shotgun. He has fled after the shooting.
  - Physical description  
Example: male/female, race, hair color, clothing, facial hair (mustache, beard or sideburns), identifying marks (tattoos, scars), etc.
  - The special design of the building
  - Many senators or judges are in this building

6. *Assume you are a FLS Director of another commercial building surrounding the courthouse. You hear the local news stating that the shooter may be on the loose. What action should you take? What is the content of the notification you will make?*

- The FLS Director should immediately report to the Fire Command Center
- Notify/consult with the FLS Brigade regarding the implementation of the emergency plan
- Call 911 to inform that the emergency plan has been implemented.
- Secure all the entrances
- If the plan is activated, the FLS Director has to make notification to the building occupants
- Assess the building components or systems
- Content of the notification: “Attention! There has been a shooting in the courthouse nearby. The shooter may not be caught. Stay inside the building until further notice. Stay away from all windows. All entrances to our building are secured.”

Case 1: 2011 Tucson shooting (supermarket parking lot)

1. *What part of ABC tactics does this case emphasize?*

Confront. The civilians disrupted and incapacitated the shooter. They acted aggressively as a group. They used the items (e.g. chairs) in the environment to stop further injuries.

Case 2: 2016 UCLA shooting

2. *What part of ABC tactics does this case emphasize?*

Barricade. The students used different tools (e.g. belt, printer, chair, desks, etc.) to stop doors from opening when they found some doors are not lockable.