



Shots Fired! When Lightning Strikes...



Surviving an Active Shooter in the Workplace

January 2008

Designed by the

Center for Personal Protection and Safety

Narrative

1. Course Program Data:

- a. Course Designator/Title:** CPPS-201, *Surviving an Active Shooter in the Workplace*
- b. Target Audience:** Corporate and private work forces
- c. Course Goal:** Empower course graduates to take direct responsibility for their personal safety and security by developing a survival mindset.
- d. Prerequisite:** Not Applicable
- e. Location:**
- f. Maximum course size:** 25
- g. Instructor Recertification in support of Train-the-Trainer Programs:** N/A

2. Course Control Documents:

- a.** Course Training Standard
- b.** Course Hours
- c.** Equipment List
- d.** Bibliography of Source Documents
- e.** Class Participation Satisfaction Form
- f.** Recommended Reading List

3. Training Requirements: N/A

4. Instructional Materials: The Center for Personal Protection and Safety subject matter experts, instructional design specialists, and media specialists will develop and provide all materials in support of student learning outcomes.

Course Training Standard

1. This Course Training Standard is used to define the training requirements of this course. It states, in specific terms, the knowledge, skills, and attitudes students enrolled in this course can expect to acquire.

2. **Purpose:**

a. Establish the critical training requirements and behavioral statements for CPPS-201, *Surviving an Active Shooter in the Workplace*.

b. Provide the basis for the development of more detailed training materials, training objectives, and training evaluation instruments for the course.

3. **Course Description:** Even though the possibility of being involved in an active shooter incident is very remote, the consequences are so potentially catastrophic that it makes good sense for you to spend some time **now** thinking and preparing for it. On any given day, lightning will strike **someone**, **somewhere** in the world. And during any given month or year, the reality is an active shooter will strike **somewhere** in some **workplace**. If that workplace is yours, you'll need the proper mindset and tools to react with purpose and to maximize your chance of survival.

4. **Waivers:** Requests to deviate from the course content or structure should be submitted to The Center for Personal Protection and Safety, 108 North Washington, Suite 300, Spokane, WA 99201-5001.

5. **Qualitative Requirements:** The critical training requirements and associated proficiency code key for CPPS-201 are listed below. Knowledge objectives will be measured using Criterion-Referenced Testing.

Critical Training Requirement	Proficiency Code Key
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1. Survival Mindset	
a. Describe the protective shield.	K
2. Survival Courses of Action	
a. Describe "figure out."	K
b. Describe "get out."	K
c. Describe "call out."	K
d. Describe "hide out."	K
e. Describe "keep out."	K
f. Describe "spread out."	K
g. Describe "take out."	K

3 – Active Shooter versus a Hostage Event

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|---|----------|
| a. Describe the distinctions between an active shooter and hostage situation. | K |
|---|----------|

4. Law Enforcement Response

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|--|----------|
| a. Describe how to respond to law enforcement responders. | K |
| b. Describe key information you need to relay to law enforcement responders. | K |

5 – Pre-Incident Indicators/Behaviors of Concern in the Workplace

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|--|----------|
| a. Identify pre-incident indicators/behaviors of concern. | K |
| b. Describe preventive measures to avert workplace violence. | K |
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Proficiency Code Key Definitions

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|-----------|--|
| K | Subject Knowledge – Identifies the requirement for the student to identify facts or state principles (e.g., remembering previously learned information). |
| Pk | Performance Knowledge – Student must be able to explain facts, principles, and procedures as they relate to the performance of a task. Student is not required to perform the task due to lack of equipment, facilities, or other training constraints. |
| P | Performance – Student must perform the specified task (e.g., applying knowledge to an actual situation) to the satisfaction of the program objectives. |
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COURSE HOURS	
Course Number: CPPS-201	Title: Surviving an Active Shooter in the Workplace
Training Standard: CTS for CPPS-201	Training Provider: Center for Personal Protection & Safety
	Hours
Classroom: <ul style="list-style-type: none"> Lecture 1: Survival Mindset and Courses of Action .30 Lecture 2: Distinctions of an Active Shooter and Hostage Event; Law Enforcement Response .30 Lecture 3: Pre-Incident Indicators/Behaviors of Concern in the Workplace .30 	
TOTAL CLASSROOM HOURS	1.30

Equipment List

The following equipment is recommended to conduct CPPS-201, Surviving an Active Shooter in the Workplace:

<i>Item Number</i>	<i>Nomenclature</i>	<i>Quantity</i>
1	LCD Projector	1
2	Desktop Computer System	1
3	Tables	Based on Student Load
4	Chairs	Based on Student Load
5	Dry Erase Board	1
6	Podium	1
7	DVD/VCR	1

Bibliography of Source Documents

1. Workplace Violence—Issues in Response, Critical Incident Response Group, US Dept of Justice, National Center for the Analysis of Violent Crime, FBI Academy, Quantico, VA, 2003
2. A Practical Overview of Hostage Negotiations, G. Dwayne Fuselier, Ph.D., Reprinted from FBI Law Enforcement Bulletin, Jun/Jul 81, revised Sep 86.
3. How to be a Hostage and Live, F.A. Bolz, Secaucus, NJ: L. Stuart, 1987.
4. Hostage Negotiation: Law Enforcement's Most Effective Non-Lethal Weapon, Soskis, D.A.; Van Zandt, C.R., Behavioral Sciences and the Law, 1986.
5. Derrer, Douglas S., PhD, We Are All the Target: A Handbook of Terrorism Avoidance and Hostage Survival, Annapolis, MD: Naval Institute Press, 1992.
6. Hostage Taking: Preparation, Avoidance, and Survival, US Dept of State, Washington, DC: US Government Printing Office, 1984.
7. McMains, Michael J.; Mullins, Wayman C., Crisis Negotiations: Managing Critical Incidents and Hostage Situations in Law Enforcement and Corrections, Cincinnati, OH: Anderson Publishing Co., 1996.
8. Preventing Workplace Violence, Parlay International, 1997
9. Workplace Violence—A Report to the Nation, Injury Prevention Research Center, University of Iowa, 2001
10. Workplace Violence and the Air Force...Prevention and Preparedness, Air Force Office of Special Investigations, Investigative Operations Center, Bolling AFB, DC, May 1995.
11. Speer, R et al, American Society of Industrial Security, (2005). Workplace Violence Prevention and Response Guideline. www.asisonline.org, Alexandria, Virginia
12. Illinois State Police Academy, (2003). Rapid Deployment as a response to an Active Shooter Incident, Springfield, Illinois
13. Elliott, J.F. (Ed.). (2003). Workplace violence prevention: A practical guide (2 vols). Vancouver, British Columbia, Canada: Specialty Technical Publishers.
14. International Association of Chiefs of Police. (1996). Combating workplace violence: Guidelines for employers and law enforcement (prepared by the Defense Personnel Research Center PERSEREC). Alexandria, VA: International Association of Chiefs of Police.
15. Jenkins, E. L. (1996). Violence in the workplace: Risk factors and prevention strategies, (DHHS (NIOSH) Publication No. 96-100). Washington, DC: U.S. Department of Health and Human Services, National Institute for Occupational Safety and Health.
16. Office of Personnel Management. (1998). Dealing with workplace violence: A guide for agency planners (OWR-09). Washington, DC: Office of Personnel Management. <http://www.opm.gov/ehs/workplac/index.asp>
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18. Blythe, B. (2002). Blindsided: A manager's guide to catastrophic incidents in the workplace. New York: Penguin.
19. Schouten, R., Callahan, M.V., Bryant, S. (2004). Community response to disaster: the role of the workplace. Harvard Review of Psychiatry, 12(4), 229-237.
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21. Reddy, M., et al. (2001). Evaluating risk for targeted violence in schools: Comparing risk assessment, threat assessment, and other approaches. Psychology in the Schools, 38(2), 157-172.
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23. Rugala, E.A., McNamara, J., Wattendorf, G. (2004). Expert Testimony and Risk Assessment in Stalking Cases. FBI Law Enforcement Bulletin, 73(11), 1-10.
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CLASS PARTICIPATION SATISFACTION FORM

Surviving an Active Shooter in the Workplace

Date _____

Using the scale below, for each statement circle the response that best captures your opinion of the training seminar:

1-Poor	2-Fair	3-Good	4-Very Good			5-Excellent
1. Quality of the content		1	2	3	4	5
2. Ability of the presenters		1	2	3	4	5
3. Usefulness of the content		1	2	3	4	5
4. Quality of the facilities		1	2	3	4	5
5. Relevance to your job		1	2	3	4	5
6. Practice sessions		1	2	3	4	5
7. Overall impression		1	2	3	4	5

Comments:

- What was the one thing you liked best?

- What was the one thing you would like most to change?

- What additional topics would you like to see included in future classes?

- Would you be willing to list any referrals for our services and training?
Contact information:

- We value your participation. If you felt the training was helpful, and are willing to make a comment we would use in future marketing efforts, please write that comment with signature below:



Recommended Reading List on Hostage Survival

<i>At Your Own Risk</i> (Thomas Sutherland)	<i>No Hiding Place</i> (Carrol, McFadden, Treasurer)
<i>Bound to Forgive</i> (Jenco, Lawrence, Martin)	<i>Over The Edge</i> (Greg Child)
<i>Chains to Roses</i> (Joseph Cicippio)	<i>One American Must Die</i> (Kurt Carlson)
<i>Den of Lions</i> (Terry Anderson)	<i>Our Man is Inside</i> (Diego Ascencio)
<i>Guest of the Revolution</i> (Kathryn Koob)	<i>Pieces of the Game</i> (Col. Charles W. Scott)
<i>Hostage</i> (David Jacobsen)	<i>Ransom</i> (Ann Hagedorn Aurebach)
<i>Hostage</i> (Glen Dixon)	<i>Surviving Hostage Situations</i> (Robert K. Spear)
<i>Hostage Bound, Hostage Free</i> (Benjamin Wier)	<i>Taken on Trust</i> (Terry Waite)
<i>In the Company of Heroes</i> (Michael J. Durant)	<i>Terrorism & Hostage Taking in the Middle East</i> (Walid Amin Ruwayha)
<i>In the Presence of My Enemies</i> (Gracia Burnham)	<i>Terrorism & the Media</i> (Brigitte L. Nacos)
<i>Inside and Out</i> (Richard Queen)	<i>The Gift of Fear</i> (Gavin De Becker)
<i>Kidnapped: 45 Days with Militants in Kashmire</i> (Khem Lata Wakhlu)	<i>Triumph Over Terror on Flight 847</i> (John Testrake)
<i>Long March to Freedom</i> (Thomas Hargrove)	<i>Winter Fire</i> , (R.O. Collin & G.L. Freedman)
<i>Man Without a Gun</i> (Giandomenico Pico)	<i>Yours Til the End</i> (Jack Mann)
<i>Man's Search for Meaning</i> (Viktor Frankl)	