



West Virginia Board of Risk & Insurance Management



ACTIVE SHOOTER MITIGATION STRATEGIES

Executive Summary:

The purpose of this document is to assist BRIM's insured entities in planning for and carrying out actions to minimize impacts from active shooter events. Unfortunately, active shooter events are an emerging business risk. We hope that this document will enable our insured entities to thoughtfully plan for such an event, and to review and reinforce their current efforts to mitigate the risk. Careful planning can help save lives, reduce bodily injury, and minimize business disruption, among other things. Please consider the mitigation strategies below *prior* to an active shooter event. While it may not be feasible to implement every suggestion, it is critical to think about what can be done. A commitment to consider these strategies and prepare for an active shooter event is essential.

ACTIVE SHOOTER MITIGATION CATEGORIES

I. Physical Mitigation Strategies:

- Ensure that main entrances into facilities have a locked vestibule where visitors may be authorized to enter the facility;
- Require all visitors to produce a photo ID and be authorized by a staff member at the main entrance of a facility before permitting entrance or access to a building;
- Prohibit “piggybacking entrance” allowing unauthorized individuals to follow authorized individuals into facilities;
- Ensure signage is posted at entrance points of facilities and in/around parking lots that prohibit contraband (i.e. weapons, drugs) and trespassing on property;
- Points of entry into the facility, such as windows, doors, and other openings, should be properly secured and locked;
- Ensure that exterior points of entry and associated parking lots of facilities have adequate lighting that is properly maintained;
- Prohibit vehicular access to areas where visitors are not permitted;
- Ensure that interior and exterior door numbers are clearly posted on all facility doors for emergency response purposes;

- Provide functional locking mechanisms on all interior doors as allowable within the West Virginia State Fire Code;
- Review foliage around facilities that could provide the opportunity for shielding or “cover” for unauthorized individuals;
- Through facility design, construction, or alteration, reduce the number of exposed windows that could present opportunities to view the interior or shoot into the facility from the outside;
- Implement a policy requiring all bags or back-packs to be transparent if individuals frequently enter and leave with bags or back-packs.

II. Operational Mitigation Strategies:

- Collect and circulate a list of emergency telephone numbers to all individuals within the organization;
- Develop an active shooter preparedness plan that includes the following elements: Security Assessments, Preparedness, Communication, Incident Plan, Training & Exercises, and Post Incident Recovery;
- Establish a central command station for building security, if security is present;
- Designate a point-of-contact with knowledge of the facility security procedures and floor plan to liaise with law enforcement officials and other emergency agencies in the event of an active shooter event;
- Establish procedures for facility lockdown and facility evacuation within the entity’s emergency preparedness plan;
- Establish alert and notification procedures within facilities for active shooter incidents;
- Designate shelter locations with thick walls, solid doors with locks, minimal interior windows, first-aid/trauma emergency kits, communication devices, and duress alarms;
- Ensure adequate planning and communication with employees through execution of frequent active shooter drills and/or facility lockdown drills;
- Train employees on response options outlined by the United States Department of Homeland Security in “Active Shooter: How to Respond” (www.dhs.gov) :
 - **Evacuate:** Building occupants should evacuate the facility if safe to do so; evacuees should visualize their entire escape route before beginning to move and avoid using elevators or escalators.
 - **Hide:** If evacuating the facility is not possible, building occupants should hide in a secure area (preferably a designated shelter-in-place location), lock the door, blockade the door, cover all windows, turn off all lights, silence any electronic devices and remain silent.

- **Take Action:** Ensure through proper training and practice that employees are ready to disrupt and/or incapacitate the active shooter if neither evacuating the facility nor seeking shelter is possible.
 - **Training:** BRIM offers a 3 ½ hour training free of charge¹ entitled “Strategies and Tactics for Surviving an Active Shooter Attack”. For further information and details regarding this training, contact BRIM at 304.766.2646, ext. 57617 or ext. 57608.
- Train employees to recognize the warning signs/symptoms of violent and combative behaviors of individuals;
- Seek legal guidance about possible ways to prohibit individuals from entering facilities if they have demonstrated violent or combative behaviors;
- Ensure adequate planning and communication with local, regional, and state emergency management personnel and responding law enforcement agencies;
- Ensure first aid/trauma kits are updated, located in appropriate areas, and are accessible;
- If present, vary security guards’ patrols and patterns of operation;
- Conduct routine security assessments to determine if facilities are vulnerable to an active shooter event;
- Ensure that weekly building inspections for security purposes and awareness of conditions are completed and documented;
- Limit access to facility(ies) blueprints, floor plans, and documents containing sensitive security information.

III. Technology Mitigation Strategies:

- Ensure there is access to AM/FM Radio;
- Establish primary and secondary methods of communication through access to telephones, cellular phones and/or two-way radios;
- If not already in place, consideration should be given to utilizing an intrusion detection system;
- If not already in place, consideration should be given to install closed-circuit surveillance (video) systems, including facial recognition software, that provides awareness of the entire facility and its perimeter; and ensure that video feeds are monitored from a central command station and/or remotely;
- If not already in place, consideration should be given to utilizing duress (panic) devices within vulnerable areas of facilities;

¹ If overnight travel is required, BRIM may request that the agency pay for lodging for the night before or after the training.

- If not already in place, consideration should be given to implementing systems which allow elevators to be controlled or locked from a central command station;
- If used, review proximity “access” card distribution procedures, including the ability to disable cards when needed;
- Create a system for individuals to report signs/symptoms of violent and combative behaviors of individuals;
- Implement processes to monitor social media, where applicable.