

**Work Instruction****ACTIVE SHOOTER****HITACHI**  
Inspire the Next**Work description:** Active Shooter**Scope:** Dealing with or responding to an Active Shooter**References:** HNL-09007 Emergency Management Plan  
Department of Homeland Security Active Shooter Guidance

PPE and precautions	Competencies or qualifications	Licenses or permits required
Familiarization with this WI	N/A	N/A
<b>Tools and equipment required</b>		
N/A		

**Note**

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(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

**Responding when  
an Active Shooter****is in your vicinity**

All

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.

## 1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible but secure your own safety first before helping others
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, 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

**Approved By:**☐ Director, Operations and Maintenance☐ Department Manager☐ Manager, HSE (Operations and Maintenance)**Signature:****Date:**

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**ACTIVE SHOOTER**

	3. FIGHT	<p>As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:</p> <ul style="list-style-type: none"> <li>• Acting as aggressively as possible against him/her</li> <li>• Throwing items and improvising weapons</li> <li>• Yelling</li> <li>• Committing to your actions</li> </ul>
<b>Responding when Law Enforcement Arrives</b> <i>All</i>	<p>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.</p> <ul style="list-style-type: none"> <li>• Officers usually arrive in teams of four (4)</li> <li>• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment</li> <li>• Officers may be armed with rifles, shotguns, handguns</li> <li>• Officers may use pepper spray or tear gas to control the situation</li> <li>• Officers may shout commands, and may push individuals to the ground for their safety</li> </ul> <p>How to react when law enforcement arrives:</p> <ul style="list-style-type: none"> <li>• Remain calm, and follow officers' instructions</li> <li>• Put down any items in your hands (i.e., bags, jackets)</li> <li>• Immediately raise hands and spread fingers. Keep hands visible at all times.</li> <li>• Avoid making quick movements toward officers such as holding on to them for safety</li> <li>• Avoid pointing, screaming and/or yelling</li> <li>• Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises</li> </ul> <p>Information to provide to law enforcement or 911 operator:</p> <ul style="list-style-type: none"> <li>• Location of the active shooter</li> <li>• Number of shooters, if more than one</li> <li>• Physical description of shooter/s</li> <li>• Number and type of weapons held by the shooter/s</li> <li>• Number of potential victims at the location</li> </ul> <p>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. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.</p> <p>Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.</p>	
<b>OCC Actions</b> OCC	OCC Supervisor	<ul style="list-style-type: none"> <li>• Inform OCC staff and Road supervisors;</li> <li>• Inform O&amp;M Management;</li> <li>• Alert the Honolulu Police Department;</li> <li>• Report the emergency according to HNL-09023 Accident and Incident Notification, Reporting and Investigation;</li> <li>• Make sure that CCTV recordings from the affected area are retrieved;</li> <li>• Instruct OCC staff to implement any recommendation received from the Honolulu Police Department (e.g. closure of the metro, station or train evacuation).</li> </ul>
	Train Controller	<ul style="list-style-type: none"> <li>• Initiate evacuation of the affected area according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if requested by the Honolulu Police Department;</li> <li>• Prevent trains to enter the affected area;</li> <li>• Command the closure of the Metro according to HNL-09341 Total closure of the Metro, if requested by the Honolulu Police Department.</li> </ul>
	Engineering and Fault Controller	<ul style="list-style-type: none"> <li>• Advise the OCC supervisor of the situation;</li> <li>• Handle traction power in response to the specifics of the incident.</li> </ul>
	Information Controller	<ul style="list-style-type: none"> <li>• Initiate announcements for evacuation of the affected area according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if instructed to do so by the Train Dispatcher;</li> <li>• Monitor the affected area through CCTV and report any suspicious activity;</li> <li>• Retrieve all recordings of the event.</li> </ul>
	Road Supervisor	<ul style="list-style-type: none"> <li>• Act according to instructions from the OCC;</li> <li>• Assist Honolulu Police Department personnel.</li> </ul>