



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Ask An Expert

Active Shooter / Armed Assailant Technical Report Facilitators Guide

Event: Technical Meeting

Time required: 60 - 90 minutes

Materials: Expert / Panel of experts; volunteer leader to serve as moderator; computer with screen and projector; [introductory video](#)

Learning Objectives:

After participating in the Active Shooter / Armed Assailant Technical Report activity, attendees will be able to:

- Demonstrate a basic understanding of the technical report.
- Utilize the technical report to answer common safety questions.
- Begin building relationships with local first responders.

Facilitation:

Pre-Meeting

1. Reach out to local your local police department. Let them know about ASSP's Active Shooter / Armed Assailant Technical Report and your plans to hold a meeting intended to help safety professionals near you prepare for these events. Invite a representative to come to the meeting to serve as a subject matter expert. The representative may present some brief remarks but should expect to spend the majority of the meeting responding to questions from attendees.
2. In addition to a representative from your local police department, you may consider building a panel of subject matter experts. Consider inviting a representative from your local fire department, school district or nearby university. Your local police department may have additional recommendations.
3. Optional: once you have confirmed your expert(s) and meeting location, date and time, engage members through your social media outlets by inviting questions for the experts 1 – 2 weeks ahead of your meeting. Share the questions members submit with your subject matter experts ahead of the meeting to allow them to prepare.

Meeting

4. Welcome attendees to the meeting. Show [ASSP's introductory video](#).

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5. Share that the ASSP Active Shooter / Armed Assailant Technical Report incorporates recognized best practices to give organizations the tools they need to protect their employees from harm. Let attendees know that today they have the opportunity to ask an expert their questions about implementing the recommendations outlined in the technical report as they develop the active shooter / armed assailant response plans for their own organizations.
6. Introduce the expert(s). Provide a few moments for your expert(s) to offer a few brief introductory remarks. Introductions should remain brief (only a few minutes) to ensure the majority of the meeting is dedicated to addressing questions.
7. Open the floor for questions. You may go directly to questions from attendees. The moderator may also intersperse key questions that arose from the pre-meeting social media engagement you may have done. In addition, the moderator may begin or close the conversation by covering some key questions that arise out of the recommendations in the technical report.
 - a. If an organization has multiple buildings on its campus, how do we secure the buildings while not disturbing normal business operations like customer visits and shipments at the dock?
 - b. At a small office, how should HR set up its EAP and See Something, Say Something Policy so that employees feel safe and that their statements remain confidential when making a report?
 - c. When an incident is in process, what is the best way to communicate with employees to prevent them from running into danger?
 - d. How does an organization need to prepare for post-incident inquiries from family member of employees, law enforcement officials, and the media?
 - e. Let's say someone owns a small company. How should that person plan for post-incident business continuity if their office remains closed for crime scene investigation purposes?
8. The moderator should monitor the time. About ten minutes before the end of the meeting, take the final question. After the final question has been answered, thank the expert(s) for sharing their information and perspective and thank attendees for sharing their questions.
9. Either at the close of the meeting or through a post-meeting follow-up email, share additional resources with attendees, including:
 - a. Where to find more information the [ASSP Active Shooter / Armed Assailant Technical Report](#) and supplemental materials like preparation infographics and educational videos on our website.
 - b. Where to download the [ASSP Safety Standards and Tech Pubs Podcast](#): Preparing for an Active Shooter Situation by ASSP member Brian Hammer, chair of the TR-Z590.5 Committee
 - c. Additional resources provided by your subject matter expert(s).