



Active Threat Preparedness Plan

Presented by the National Auto Auction Association

DISCLAIMER

This Active Threat Preparedness Plan (the Plan) is a collaborative effort of the members of the National Auto Auction Association (NAAA). The NAAA thanks them for their extensive work on the Plan and for their willingness to share it with all of NAAA's members. The Plan is to assist you and your employees plan for, recognize and react to events leading up to and during an active threat. The information provided in these materials may help save lives if an active threat occurs in the workspace. Appropriate education of your workforce and planning (including actual practice role-playing) can help you and your staff comprehend what they should look for and the alternative options for response in an active threat event.

The Plan is provided to you for general information purposes and not intended to be taken as legal advice on any particular matter. Any opinions and legal positions asserted in the Plan are those of the authors and do not necessarily reflect the opinions of NAAA or its counsel. Because unique circumstances may prompt an active threat, do not act or refrain from acting solely on the contents of this Plan, but consult with professionals and law enforcement in your area to enhance you and your employees' readiness to respond to such emergency circumstances.

For additional information, please consult the Department of Homeland Security active shooter preparedness page <https://www.cisa.gov/active-shooter-preparedness>. Local law enforcement in your area also may provide readiness training on location.



Purpose and Objectives

A priority of the National Auto Auction Association is to assist member auctions in providing a safe workplace for employees, customers, and guests. The Active Threat Preparedness Plan will assist auction members with a training guide to educate staff in preparing for potential risks in the workplace.

Active Threat training is to provide staff education and planning for:

- The events leading up to and during an active threat (what to look for)
- How to react during an active threat/shooting
- Communication of any suspicious or unusual activity

The goal is to **Be Alert, Not Alarmed**



What is an Active Threat?

The Department of Homeland Security (DHS) defines an Active Threat or Shooter as an individual actively engaged in killing or attempting to kill people in a confined space or other populated areas. Active shooter incidents are often unpredictable and evolve quickly. In the midst of the chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident.

- In most cases, offenders use firearms, and there is no pattern or method to their selection of victims
- An active threat/shooter could be anyone, from a stranger to a current or former employee
- If you see something peculiar or out of the ordinary, **SAY SOMETHING**
- Being aware of behavioral or attitude changes could prevent an attack



Active Threat Prevention — SEE SOMETHING, SAY SOMETHING

Increase your situational awareness

- Alert your Human Resources or Security Department if you see something alarming or out of the ordinary for your work environment.
- Report a person without proper identification on your business premise.
- Be alert for someone on-premises that looks out of place:
 - A person who is not wearing a required safety vest
 - Someone who is acting suspiciously and/or wandering around the premises
 - An unauthorized person or someone you don't recognize
- Take notice of unattended or dropped-off packages or bags in common areas (e.g., lobby, bathrooms, elevators, etc.)
- Be aware of the presence of a firearm or other weapon on an individual

Remember to trust your instincts—**if it doesn't feel right, report it!**

Active Threat Prevention Recognizing Potential Workplace Violence



An active threat could be a current or former employee or an acquaintance of a current or former employee. It's important to stay vigilant and report characteristics of potentially violent behavior to Human Resources or your Security Department.

Potentially violent behaviors may include one or more of the following:

(this list is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression and/or withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations or resistance of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order.”
- Behavior that is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic issues into the workplace; discussion of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes



Awareness — RUN HIDE FIGHT

In any active threat consider all options: **Run, Hide, or Fight**

Awareness is the key component in making that decision and preparing yourself for an incident.

Knowledge points and questions to prepare you:

- Be knowledgeable of your nearest exits and where they lead
- Can you get out of the building or lot from where you're located?
- Do you know more than one exit and their locations?
- Are you near a safe hiding place that is out of harm's way?
- Can you hear in your surroundings?
 - Keep headphones at a low volume so you can hear unusual noises around you
- What's going on around you?
 - Use your senses to stay alert and aware of your area
- You must quickly determine the most reasonable way to protect your own life



RUN HIDE FIGHT

RUN should always be your **first** option if the opportunity exists. If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind—know the fastest way out
- Leave your belongings behind
- Evacuate the area regardless of whether others agree to follow
- Get as far away as possible
- Help others escape, if possible—but don't stop to convince them
- Prevent individuals from entering an area where the active shooter maybe
- Keep your hands visible, arms raised and fingers spread
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- **Don't stop running until you feel safe—THEN call 911**
- Scatter apart from others, rather than congregate
- Don't be an easy target

RUN **HIDE** FIGHT



HIDE if evacuation is not possible. Find a place to hide where the active shooter is less likely to find you and barricade entry points. Hiding should only be temporary until it is safe to run. Always be prepared to evacuate when safe to do so.

(Traditional lockdown taught in schools was not meant for active shootings and should NOT be the first choice during a drill or an actual event.)

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., 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 or put a wedge under the door (*you can use an open stapler and slide it under the door*)
- Blockade the door with heavy furniture
- Secure the door handle with rope or a cable from a computer, mouse or charger

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and or pager
- Turn off any source of noise (e.g., radios, TVs)
- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 911 if possible to alert police to active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen



RUN HIDE FIGHT

FIGHT as a **LAST RESORT** and only when your life is in imminent danger, attempt to disarm or injure the attacker.

- Act as aggressively as possible against him/her
- Commit to your actions—use whatever means necessary to save your life
- Yell at the attacker to startle him/her
- Throw objects to distract or knock the attacker unconscious
- Common items that can be used on the attacker:
 - Chair, stapler, water bottle, fire extinguisher, tape dispenser, tools, etc.
- The image on the right shows the most effective body parts to hit
- If you are can run, **run as fast and as far as you can**
- Once you are safe, call 911





How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area where shots were last heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may come armed with rifles, shotguns, and handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety



How to Respond When Law Enforcement Arrives

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (e.g., bags, jackets, etc.)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and or yelling
- Do not stop to ask officers for help or direction when evacuating, proceed in the direction from which officers are entering the premises



Information to Provide to Law Enforcement or 911 Operator

Once you can call 911 or emergency services, dispatch will ask you to provide them with more details regarding the attack and perpetrator.

- Location of the active shooter(s)
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number of type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive at 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 non-disabled individuals to assist in removing the wounded from the premises.

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.

Active Threat Preparedness Plan



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 prepare both mentally and physically to deal with an active shooter situation.

RESOURCES

Contact your local law enforcement agency to assist with training exercises specific to your location.

Department of Homeland Security Active Shooter Preparedness –
cisa.gov/active-shooter-preparedness

Run, Hide, Fight – Surviving an Active Shooter Event –
[youtube.com/watch?v=5VcSwejU2D0](https://www.youtube.com/watch?v=5VcSwejU2D0)

Questions: Contact NAAA Headquarters at 301-696-0400 or naaa@naaa.com