

BUPERS/NPC SAFETY

Volume 9

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At work, at play, let safety lead the way

Safety tips from Navy Personnel Command

With all the recent shootings occurring in work and public places, we thought it appropriate to pass along some safety tips should you find yourself in such an environment:

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

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. Evacuate

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
- 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 out

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.

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions.

LINKS

OSHA
<http://osha.gov/>

ESAMS
https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx

Naval Safety Center
<http://www.public.navy.mil/comnavsafe-cen/Pages/index.aspx>

CONTACT US

BUPERS/NPC Safety Manager
1-901-874-3405

BUPERS/NPC Safety & Occupational Health Specialist

1-901-874-2331

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 in which the last shots were 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 be armed with rifles, shotguns, 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 react when law enforcement arrives: • Remain calm, and follow officers' instructions • Put down any items in your hands (i.e., bags, jackets) • 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, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator: • Location of the active shooter • Number of shooters, if more than one • Physical description of shooter/s • Number and type of weapons held by the shooter/s • Number of potential victims at the location. 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.

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.

Additional Ways to Prepare For and Prevent an Active Shooter Situation•

Preparedness- Ensure that your facility has at least two evacuation routes - Post evacuation routes in conspicuous locations throughout your facility- Include local law enforcement and first responders during training exercises- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location•

Prevention- Foster a respectful workplace- Be aware of indications of workplace violence and take remedial actions accordingly.

Good practices for coping with an active shooter situation•

Be aware of your environment and any possible dangers•
Take note of the two nearest exits in any facility you visit•
If you are in an office, stay there and secure the door•
If you are in a hallway, get into a room and secure the door•
As a last resort, attempt to take the active shooter down.
When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

Information received:

U.S. Department of Homeland Security Washington, DC 20528cfsteam@hq.dhs.gov www.dhs.gov

1. All military and civilian personnel attached to a BUPERS UIC are required by policy, to have a valid ESAMS account. For assistance, please call 901-874-2331.
2. OPNAVINST 5100.12J requires all military personnel who operate a motorcycle on/off base to attend a COM-NAVSAFECEN approved motorcycle rider safety course. Class schedules can be found in ESAMS or at www.navymotorcyclerider.com.
3. OPNAVINST 5100.12J also states that all military personnel under the age of 26 must receive an initial 4 hour traffic safety training course upon entrance into the USN. Additionally, all military personnel under the age of 26 must receive two hours of annual refresher traffic safety training. This training can be completed in ESAMS.

NOTE: Ensure Monthly Safety Talk is recorded in ESAMS.