

Purpose

To provide Yukon Government (YG) Departments/Corporations with guidance in the event an individual is actively shooting persons at a workplace and to comply with applicable regulations of the Occupational Health and Safety Act.

Scope

This procedure applies to all owned/leased facilities under the authority of the Deputy Minister/President of YG Departments/Corporations and all people in the facility.

Definitions

Active Shooter: an individual actively engaged in killing or attempting to kill people in a confined and populated area.

Responsibilities

Senior Management

- Establish Emergency Procedures for an Active Shooter event for each department/crown asset facility under their authority.
- Ensure **Critical Incident Stress Management (CISM)** is offered to all employees following an “Active Shooter” event.
- Ensure a post incident review is conducted to prevent a similar event from re-occurring.
- Ensure notification of YWCHSB, as soon as possible if a worker is seriously injured ([see Occupational Health and Safety Act 30 \(1\) serious injury](#)).

Manager

- Establish a Muster Point for all locations under your authority
- Ensure Supervisor/Workers participate in “Active Shooter” education and training.
- Consult the Joint Health & Safety Committee/Representative to establish education and training specific to the workplace.
- Consult with JOHSC and ensure annual review of procedure and training

Supervisor

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- Ensure workers receive and participate in “Active Shooter” education and training specific to the workplace.
- Document education and training for all workers under their authority.

Worker

- Participate in “Active Shooter” education and training in the workplace.
- Identify to the Supervisor any concerns that may arise as a result of their knowledge and understanding of the procedure.

Joint Occupational Health & Safety Committee/Representative (JOHSC)

- Consult with Senior Management/Manager/Supervisor on matters directly related to the development, implementation, education and training of the “Active Shooter” program within the Department/Corporation.
- Make recommendations to improve the “Active Shooter” program.
- Review the effectiveness of the “Active Shooter” program through regular inspections and worker consultation.

Procedures

Knowing how to respond to an active shooter in different scenarios may reduce the severity and organizational impact. Should a worker encounter an active shooter remain as calm as possible and implement the applicable strategy to ensure your safety and the safety of your co-workers. Only you can determine the actions that can be taken.

Active Shooter Outside Building

- Go to a room that can be locked or barricaded by using available material.
- Close the window blinds, turn off the lights and get everyone down on the floor so that no one is visible from outside the room.
- Spread out and seek concealment behind walls, desks, file cabinets, etc.
- Have someone call 9-911 when you reach the dispatcher, follow the **Emergency Reporting Procedure**. *Be aware that the 911 system will most likely be overwhelmed.*
- Remain in place until police give the “**All Clear**”. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any

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voice commands until you can verify with certainty that they are being issued by a police officer.

Active Shooter Inside Building

- If possible, secure the room you are in by either locking or barricading the door using available material and follow the same procedures described in Section 5.1.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure, or if you can, safely exit the building.

Active Shooter Inside Room

- The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- If the active shooter enters your office or classroom, there are no set procedures.
- Try to remain calm, it will aid you in decision making.
- Call 9-911 if possible, and alert police to the shooter's location.
- If you can't speak, leave the line open so the dispatcher can hear what is taking place. Usually the location of a caller can be determined without speaking.
- If there is absolutely no opportunity of escape or concealment and the shooter is not actively firing on victims it might be possible to negotiate with the shooter.
- If the shooter has fired on victims you are faced with a life or death situation; only you can consider your next course of action.
- After all other options have been exhausted, you may be faced with the decision to overpower the shooter with force by whatever means necessary.

Active Shooter Leaves Room

- Do not touch anything that was in the area of the shooter because of the possibility of explosives being left and the destruction of crucial evidence.
- If the shooter leaves the area and the environment appears safe, proceed immediately to a safer location or the designated muster point.
- Know the locations of your nearest exit and leave by the safest route.
- Do not attempt to carry anything in your hands while leaving; move quickly.
- Keep your hands visible, and follow instructions given by any police officers you may encounter.
- If you know where the shooter is located, inform the police officers.

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- Remain at the designated muster point until you have been released.
- Do not leave the designated muster point until told it is safe to do so by police.
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.

Should you encounter Police

- Do as the officers tell you and do not be afraid of them.
- Responding police officers are trained to proceed immediately to the area where the shots were last heard- to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.

Training

Initial Hire

- All YG employees shall receive “Active Shooter” orientation education and training upon hire or transfer to another department/branch/unit.
- YG employees shall be familiar with their:
 - Exit routes;
 - Designated muster point; and
 - Procedures to contact Emergency Services

Refresher

- After an Incident;
- Upon recommendation from the JOHSC; or
- Every 3 years.

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Review

Annual

- Review to ensure continuous improvement and training of all staff.

Post Incident

- Investigation to determine root cause and implement controls to prevent a similar event from re-occurring.

Forms/Document

- Orientation
- Building Floor Plan
- Emergency Contact
- Incident Report
- Workplace Security Assessment

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