



# ARE YOU PREPARED FOR AN ACTIVE SHOOTER INCIDENT?

An unfortunate part of daily life these days is that around every 3-4 weeks, an active shooting incident occurs in the United States. Knowing how to react if you are involved in an active shooting incident can be the literal difference between life and death. The generally accepted response to these types of incidents is **RUN, HIDE, FIGHT**.

Ultimately, self-preservation will help to carry you through any number of situations but you must be prepared.

If confronted with an active shooting incident, what will you do?

<u><b>RUN</b></u>	<u><b>HIDE</b></u>	<u><b>FIGHT</b></u>
<p>Taking time to prepare can mean the difference between life and death. If an incident occurs in your building, <b>RUN</b>.</p> <ul style="list-style-type: none"> <li>◆ Take time to observe what's happening around you and listen.</li> <li>◆ Run away from the gunfire and inform who you can about what's happening.</li> <li>◆ Know where the exits to the building are.</li> </ul>	<p>You must be prepared in the event you are unable to escape. If you can't run, <b>HIDE</b>.</p> <p>Knowing which room can be defended and secured is an important part of preparing for the unthinkable.</p> <ul style="list-style-type: none"> <li>◆ Keep quiet</li> <li>◆ Turn off the ringer of your mobile device</li> <li>◆ Turn off the lights</li> <li>◆ Don't hide in plain sight</li> </ul>	<p>If forced into defending yourself, fight with all your heart. Do whatever you must to make it out alive, including incapacitating the shooter. Using "Team Takedown" techniques where several people attempt to physically assault/restrain the shooter is also an option, but do whatever you must to stop the shooter AND survive the incident.</p>

*Note: Every incident presents its own unique circumstances and challenges, and therefore there is no right or (generally) wrong response to surviving a critical incident such as an active shooter. In all cases, employees should keep calm evaluate what's happening around them and respond in the safest way they can.*



# ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



**RUN**



**HIDE**



**FIGHT**

**CALL 911 ONLY WHEN IT'S SAFE TO DO SO**



**RUN**



HAVE AN ESCAPE PLAN



EVACUATE



LEAVE YOUR BELONGINGS



HELP OTHERS  
IF POSSIBLE



DO NOT MOVE  
WOUNDED PEOPLE



**HIDE**



BE OUT FROM  
SHOOTER'S VIEW



LOCK DOORS  
AND BLOCK THEM WITH FURNITURE



KEEP YOUR OPTIONS  
FOR MOVEMENT



SILENCE PHONE



BE QUIET



**FIGHT**



ACT AGGRESSIVELY



INCAPACITATE  
THE ACTIVE SHOOTER



THROW OBJECTS



YELL AND CALL FOR HELP

**FIGHT ONLY  
AS A LAST RESORT**

**BE PREPARED**



**CALL 911**



CALL 911  
WHEN YOU ARE SAFE



GIVE INFORMATION  
TO THE OPERATOR

**WHEN LAW ENFORCEMENT ARRIVES**



FOLLOW THE INSTRUCTIONS  
OF POLICE OFFICERS



DROP ANY OBJECT



KEEP HANDS VISIBLE

# SLIPS/ TRIPS/ FALLS

Slips, trips and falls are a major cause of workplace injuries. Unsafe conditions and behaviors, along with a lack of safety awareness, can lead to these types of accidents.



SLIPS, TRIPS & FALLS:  
**15%** of all accidents\*

SLIPS, TRIPS & FALLS  
on the same level are the  
**2<sup>nd</sup>** LEADING  
CAUSE OF  
INJURY\*\*

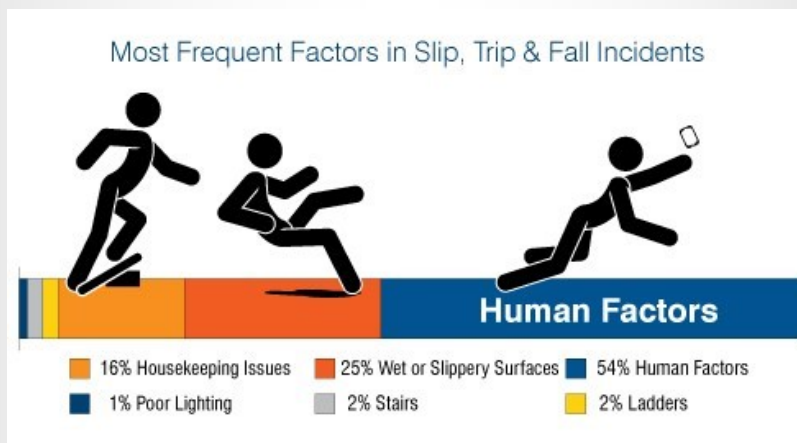
**25,000**  
SLIP, TRIP & FALL  
ACCIDENTS occur **DAILY**  
in the US\*

\* National Safety Council \*\* Bureau of Labor Statistics

**Slips, Trips & Falls** are without a doubt, a major safety concern in the workplace. OSHA estimates roughly **12 to 15 percent** of workers compensation costs annually are related to slips, trips & falls. Falls alone account for over eight million hospital emergency room visits annually,

account for about 15% of accidental deaths, making falls the second most cause of accidental deaths in the United States. Approximately \$70 billion in costs annually in the United States are associated with medical and workers compensation costs due to occupational falls.

- ⇒ **Slip-** A “slip” occurs when there is not enough traction between a walking surface and a shoe, often resulting in a loss of balance. A “slip” occurs when there is not enough traction between a walking surface and a shoe, often resulting in a loss of balance and potential injury.
- ⇒ **Trip-** A “trip” occurs when a person unexpectedly comes in contact with an object at foot-level, which is blocking their way, causing them to be thrown off balance. Trips often cause a person to fall forward, whereas a slip often causes a person to fall backward.
- ⇒ **Fall-** A “fall” occurs when a person is greatly off balance. There are a variety of scenarios that can cause a fall, such as slipping and tripping on uneven walking surfaces, loose carpet, electrical cords, clutter, even walking on loose materials such as gravel.



# CONDUCTING SAFETY MEETINGS

## SAFETY + MEETING

Safety meetings are brief meetings, proven to prevent accidents, illnesses, and on-the job injuries by improving the safety culture at your job site. Refer to the referenced Title 8, California Code of Regulations (T8CCR) sections for details on the requirements for these safety

### How to Run an Effective Meeting

1. Hold the meeting at the job site, preferably where everyone can sit and relax.
2. Hold meetings at the start of a shift or after a break.
3. Choose topics that directly relate to employees' projects and job tasks, and be prepared:
  - Explain why the topic is timely and important.
  - Familiarize yourself with the topic before discussing it.
  - Know your company procedures/Code of Safe Practices.
  - Make a short list of key points to cover.
  - Include relevant Cal/OSHA regulations and best practices.



### What to Talk About?

Work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness. Keep the topic relevant to the job or tasks that workers perform. Address existing job site problems by drawing on workers' real-life experiences.

Review and discuss:

- OSHA Log 300 records.
- Findings from safety inspections and accident and near miss investigations, including corrective actions taken. Supervisors should remind all employees – especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment, and materials.

You should also carefully observe your workplace and employees' work activities for potential safety hazards. For example, if you notice that spills are not being cleaned up promptly, discuss housekeeping policies.

## CAUTION

**IF YOU THINK  
OSHA IS A  
SMALL TOWN  
IN WISCONSIN,  
YOU'RE IN  
TROUBLE.**

## WHAT TO DO DURING A CAL/OSHA VISIT



Cal/OSHA inspectors are required to begin inspections with an “opening conference,” presenting credentials and explaining the inspection procedure. If a Cal/OSHA inspector shows up at your door, you should consider the following:

1. **Restrict admittance until management personnel are on site.** This can include the Department’s Safety Coordinator. It is not uncommon to ask the Cal/OSHA inspector to wait 15-20 minutes for the appropriate personnel.
2. **Determine the reason for the inspection.** Is it a complaint-based inspection, fatality-based inspection, media -based inspection (from a press report of a fire, explosion, incident, etc.), or random inspection?
3. **Obtain a copy of the complaint.** If the inspection is the result of a complaint, the inspector should provide you with a copy of the specific complaint.
4. **Limit the scope of an inspection.** Define the areas that the inspector will need to see and confine the visit to those areas or departments. Under no circumstances should you offer a tour of the facility. Cal/OSHA inspectors can cite any violations they see in “plain view,” regardless of the purpose of the inspection. For most inspections, escort the inspector to the targeted area (s) via a route where he or she is least likely to notice safety violations, even if that route involves walking outdoors.
5. **Take photographs and videos.** Cal/OSHA inspectors are instructed to take photographs or videos to document safety violations. Take photos and videos of the same items as the inspector.
6. **The inspection walk-around.** During the Cal/OSHA inspector’s walk-around, you should stay with the inspector and accompany him or her at all times with as few personnel as possible. Repair any small violations immediately. This demonstrates good faith and may prevent a citation.
7. **Do not volunteer information.** Take notes on all observations and inspector makes, particularly departments or equipment inspected, approximated items spent in various areas.
8. **Requests of a copy of record or documents.** If the inspector gives you a document request, work with the Safety Coordinator to provide all the documents on the request.