Active Assailant Planning Tool

Active Assailants are not just terrorist related but can also be triggered by domestic violence, mental illness, stress and other factors. These events include both internal and external threats. These situations can present in varying forms of aggression, from a physical altercation to mass casualty events.

Active Assailant situations happen quickly and unpredictably, involving anything from knives to firearms and explosives. Historically, these incidents can be over in a few minutes. Response to this type of event can be difficult, thus preplanning is vital.

The following are recommendations for use in developing internal programs:

1. Conduct a Risk Assessment

- Use reference material such as:
  - ASIS General Risk Assessment Guideline
  - Alberta OH&S Act Section 389
  - RCMP Harmonized Threat and Risk Assessment Methodology
- Use subject matter experts.

2. Workplace Violence Program

- Ensure you have a Workplace Violence Prevention Program that includes a section on Active Assailants and it is up to date. Workplace violence and the threat assessment process are inherently tied together.
- Develop in conjunction with Security, Human Resources and other applicable departments to manage the program and train employees.
- Consult your local OH&S and privacy legislation.

3. Securing Your Property (Lockout and Lockdown)

- Manual vs Auto Building Lockdown/Lockout
  - Perimeter doors
  - Elevator lockdown
- Communication
  - Internal (Corporate, Head Office)
  - External (public, tenants, nearby buildings)
  - Mass Notification Systems
- Practice/Drills to confirm the functionality of equipment and staff preparedness

REPORTING SUSPICIOUS ACTIVITY

403-266-1234	Calgary Police Service
1-800-420-5805	RCMP Suspicious Activity Reporting
1-780-644-2680	Alberta Security and Strategic Intelligence Support Team (ASSIST)

4. Develop an Emergency Plan

- Incidents can result in other emergency situations including but not limited to:
    - Evacuation
    - Shelter-in-place
    - Lockout/lockdown
    - Bomb threat
    - Explosions
    - Hostage taking
    - Suspicious package
    - Robbery (if applicable)
    - Medical emergencies
    - Civil disturbance
- Information to help in creating this plan:
    - ASIS Workplace Violence Prevention and Intervention Standard
    - Department United States of Homeland Security: Active Shooter and Resources
    - University of Alberta Active Shooter Video
    - ASIS Active Shooter High-Rise Building Scenario
- Annual review and periodic updates
- Roles & Definitions (terms, acronyms, common language)
- Structure: Pre-planning, Event Response, Escalation, Post-incident debriefing
- Communication Plans:
    - Tenant/building occupants
    - Media
    - Emergency Responders
    - Corporate Management
    - Emergency Contacts/Support Services
    - Types of communication: Mass communication, pre-scripted messages, social media, cell phones, two-way radios, person to person, texting, e-mails
- Identify code requirements including Alberta Fire Code, OH&S Code, Canadian Criminal Code,
- Setting up an EOC (Emergency Operations Centre) – onsite vs. offsite
- Identify resources and storage location (Disaster Recovery Room)
- Partial or full building closures for extended periods

5. Training

- Senior Management participating in and supporting training programs
- Talk about various issues related to "Run, Hide or Fight"
- Counter-surveillance indicators and Pre-incident indicators
    - Terrorism Event Pre-Incident Indicators (TEPII) Training
    - Counter Terrorism Information Officer (CTIO) Training
    - UK Security Training – How to Spot Suspicious Activity video
    - Suspicious Indicators training
- Incident Command System (ICS) training
- Training:
    - Table top exercises
    - Drills
    - Debriefs
    - Discussions
    - Minutes
    - Training documentation
    - Reporting and escalation procedures
    - First Aid

6. Awareness Program (Internal)

- Incident Characteristics:
    - Typically short, fluid, unpredictable
    - Mass Panic, running, screaming
    - Indecision, confusion
    - Fatalities, casualties
    - Traumatic event
    - Lawsuits
    - Loss of control over buildings during investigation
    - Rapid onset of media
    - Typically rapid arrival of emergency services
- Meet with tenants to discuss the dovetailing of Property Management and tenant ERPs; Communication of plans and expectations to tenants.
- Talk about various issues related to Run, Hide or Fight.
- Recording communications (minutes) for later legal proceedings.
- Counter-surveillance indicators and Pre-incident indicators training.
- Social media