



PSCINST 5532.1

FEB 11 2015

PERSONNEL SERVICE CENTER INSTRUCTION 5532.1

Subj: PERSONNEL SERVICE CENTER ACTIVE SHOOTER GUIDANCE AND RESPONSE PLAN

Ref: (a) Department of Homeland Security Active Shooter Educational Booklet
(b) Department of Homeland Security Active Shooter Pocket Card

- PURPOSE.** This Instruction provides guidance on the nature of active shooter situations, recommended response actions and emphasizes the role of all individuals working at PSC in maintaining collective security.
- ACTION.** Personnel assigned to PSC shall familiarize themselves with this guidance and regularly rehearse responding to an active shooter emergency.
- DIRECTIVES AFFECTED.** PSCINST 5532 is cancelled.
- MAJOR CHANGES.** This Instruction replaces PSC Active Shooter Guidance and Response Plan, PSCINST 5532 and includes DHS guidance as outlined in Reference (a) and (b).
- DISCUSSION.** This directive provides primary guidance on active shooter situations to all PSC members and supplements information provided in references (a) and (b).
- CONCEPT.** The Department of Homeland Security defines an active shooter as an individual actively engaged in killing or attempting to kill people in confined and populated areas. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter incidents throughout the country have been on the rise. Because of the sudden and rapidly developing nature of these situations, PSC personnel need to thoroughly rehearse response actions to an active shooter scenario ahead of time to ensure the collective security of all employees.
- RESPONSIBILITIES.** All personnel are responsible on an individual level for maintaining the collective security of PSC, and to ensure the safest possible work environment every member should maintain an awareness of their surroundings. All personnel shall take note of and query visitors not displaying proper ID cards, alert supervisors if someone seems disturbed or unstable and never accept situations that just "don't feel right".

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NON-STANDARD DISTRIBUTION: PSSUs

Early recognition is a critical defense against an active shooter situation, and maintaining proper vigilance is the surest way to maintain a safe and productive work environment.

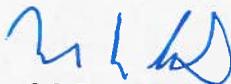
8. **RESPONSE.** In the event of an actual active shooter, PSC personnel shall take the following actions:
 - a. **PRIMARY ACTION: EVACUATE.** Rehearse possible escape routes and choose the route furthest from danger in an actual emergency. Do not try to gather up belongings; doing so will only delay your escape to safety. Remember to keep your hands visible during evacuation to ensure law enforcement personnel can easily recognize you as a non-threat.
 - b. **SECONDARY ACTION: HIDE OUT.** Preventing an active shooter from finding you will also ensure your safety in an emergency. Hide under a desk, in a closet or any area you will not be readily seen. If possible, lock the door to your office space or a closet and remember to silence your cellular phone or any other electronic devices with you.
 - c. **TERTIARY ACTION: TAKE ACTION.** Only as a last resort and only when your life is in imminent danger should you take action against the shooter. If taking action is your only option, do so decisively with as much physical aggression possible to incapacitate the shooter.
9. **NOTIFICATIONS.** Rapidly disseminating the details of an active shooter situation is critical to ensuring people have the time to evacuate, hide or take whatever action is necessary to keep PSC safe. Alerting law enforcement is just as critical. The vast majority of active shooter incidents have required active law enforcement intervention to end the emergency. Notifications shall not take the place of ensuring personal safety and the safety of those in the immediate vicinity, but if possible, PSC members shall strive to make the following notifications (in order of importance) in the event of an active shooter situation:
 - a. Immediately alert those in the immediate vicinity of an active shooter by any means available.
 - b. Call 911 to alert law enforcement and increase their ability to respond as quickly as possible. When notifying emergency response, details regarding exact location of the shooter(s), type of weapons used, physical description and the number of perpetrators involved will greatly assist response efforts.
 - c. Alert the Coast Guard Investigative Service Washington Field Office at 703-872-6700.
 - d. Alert the entire PSC command by email if possible using the ARL-DGAllArlington email address. Even an email with "active shooter" and the location in the subject line will suffice.
 - e. Notification to PSC personnel not in the vicinity of the active shooter will depend on the situation and may come via the Ballston speaker system, email, phone or text message. Notification from the command will include directed actions and the most expeditious means of escape. When notified to evacuate because of an active shooter situation, do so immediately without worrying about retrieving personal items, logging off of workstations or any other actions that could delay getting to safety.
10. **INTERACTING WITH LAW ENFORCEMENT.** Law enforcement intervention is key to successful resolution of an active shooter incident. In addition to providing key incident

details when initially notifying authorities, PSC members need to be aware of how to interact with response personnel when they arrive. All law enforcement personnel in an active shooter will have a heightened response posture and enabling them to easily discern between fleeing innocent people and those engaging in violence is vitally important to staying safe. Adhere to the following principles when law enforcement personnel arrive:

- a. Remain calm and follow any instructions given by responders. Do not run toward officers or engage in any yelling and screaming that could alert an active shooter to the presence or location of law enforcement.
 - b. Avoid making any rapid gestures and keep hands raised and visible at all times to avoid being mistaken for carrying any type of weapon.
 - c. Do not stop officers to ask questions. If you have relevant information regarding the active shooter such as location, weapons or movements, provide it to a nearby officer calmly and quickly then continue your evacuation to a safe location.
11. **REPORTING.** Any known or suspected active shooter situation shall be reported to the Coast Guard Investigative Service Washington Field Office even if they are not part of the response.
 12. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
 13. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
 14. **RECORDS MANAGEMENT CONSIDERATIONS:** This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq, National Archives and Records Administration requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12(series). This policy does not have any significant or substantial change to existing records management requirements.
 15. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for

compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

16. FORMS/REPORTS. All divisions within PSC shall display copies of the Active Shooter Response Guide (enclosure 1) in appropriate work spaces to remind personnel of response actions and encourage review of the guidance provided in this Instruction.
17. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN
Commander, Personnel Service Center

Encl: (1) PSC Active Shooter Response Guide



Coast Guard Personnel Service Center Active Shooter Response Guide



Initial Notification and Directed Action for an Active Shooter may come via the internal Ballston speaker system (1MC), e-mail, txt, or phone call.

Primary Action - EVACUATE

- Rehearse escape routes ahead of time
- Leave your belongings behind
- Keep your hands visible

Secondary Action - HIDE OUT

- Hide in an area out of the shooter's view (under a desk, in a closet, etc.)
- Block entry to your hiding place, lock the doors and silence your cellphone

Tertiary Action - TAKE ACTION

- Only as a last resort and only when your life is in imminent danger
- Act with physical aggression to incapacitate the shooter

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and keep them visible
- Avoid quick movements toward officers or any pointing, yelling or screaming
- Do not stop to ask officers for help or directions while evacuating

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location/# of shooters/Physical description of the active shooters and weapon types
- # and location of potential victims

If you are the first to identify an Active Shooter, event please make a notification when able to one of the following:

- Alert CGIS Washington Field Office at 703-872-6700 or 911 when safely possible.
- Alert PSC personnel w/am cell hands email, subject "Active Shooter" stating the location in the body of the email if safely possible. Distribution list: ARI-DG-ALL@atlantia.com
- Verbally alert personnel in your workspace and in your path of evacuation.