

## Active Shooter Table Top Exercise

(by Illinois Fire Service Institute, University of Illinois at Urbana-Champaign, March 2013)

Preparing for the exercise:

1. Prepare slips of paper labeled "At reference desk," "Shelving in main library area," "In library meeting room," "In library director's office," "In library offices," and "In archives." Have at least two slips of paper with each location in case there are more than six participants in the group.
2. Prepare slips of paper marked either "Carrying library keys" or "Not carrying library keys."
3. Prepare slips of paper marked "Carrying cell phone" or "Not carrying cell phone."
4. Prepare copies of exercise documents: library blueprints, scenario narrative
5. Prepare seven 3x5 cards with exercise problems to be discussed. The cards should be number 1-7.

Scenario

You hear what appear to be gunshots coming from an office down the hallway from the library. There are two company patrons in the library on the computers and one public user patron at a table. Another company patron has left his briefcase in the library, telling the librarians at the reference desk he will be back in a few minutes. Some librarians are working at the reference desk in the public area of the library and some are working in the library offices. Librarians in each area cannot be sure without looking who is actually present in the other areas, since personnel may step out to use the restroom or go to supplies/mailbox facilities in another building. Librarians in the library and in the meeting room can hear the shots, but librarians in the library director's office, the library offices, and the archives cannot hear the shots.

The library entrance door in the hallway is closed, but unlocked and is a glass door. It requires a key to lock. The hallway wall is comprised of glass see-through display cases and the front wall of the library is also comprised of floor-to-ceiling windows, so all of the library except behind the reference desk area is visible to anyone in the hallway or in the front of the building. A meeting room in the library has a door that locks automatically without a key when closed, however the room has two large windows into the library that allow anyone to see inside the room. The two doors into the library offices from the library need keys to lock. The head librarian is in her office, contained within the library office area. Her office locks without a key when closed. However, her office has a large window looking out into the library and a window in the door, making it easy to see anyone who is in that office. Also accessible in the library office area is the door to the windowless archives. The archives door can only be opened with a key, but locks automatically when closed. Once in the archives there is another door which can only be opened from inside the archives since it has no doorknob on the other side. That archives door opens into a conference room. The conference room is always locked when not being used and has a door to the outside. (See map of library and library offices.)

The library phone at the reference desk has contact information for everyone at parent company, but it is visible to anyone in the hall or at the front of the building. Phones in the library director's office and at

work stations in the library offices also have contact information for everyone at the parent company. There is no phone in the library meeting room nor in the archives.

#### Conducting the exercise

1. Arrange for someone to take notes during the exercise, documenting any issues that arise and listing anything that needs to be resolved.
2. Hand out slips of paper labeled "At reference desk," "Shelving in main library area," "In library meeting room," "In library director's office," "In library offices," and "In archives." Have at least two slips of paper with each location in case there are more than six participants in the group.
3. Randomly hand out slips of paper marked either "Carrying library keys" or "Not carrying library keys."
4. Randomly hand out slips of paper marked "Carrying cell phone" or "Not carrying cell phone."
5. Hand out copies of library blueprints and scenario narrative to each participant.
6. Exercise moderator will read from one 3x5 card a problem to be discussed. Only one problem at a time will be read and addressed.

#### Questions for Discussion (to be written on six 3x5 cards):

1. Having read the narrative and related events, what are your top three concerns?
2. After establishing your top three concerns, put them in priority order.
3. Will you try to contact anyone outside the library? If so, who will you try to contact and how?
4. Will you shelter in the library or try to leave the library? If you try to leave, where will you go? If you stay in the library, where will you go?
5. You have locked yourselves in the library (or in any of the rooms of the library). Someone starts banging on the door asking to be admitted to hide from the shooter. To see who it is, you have to look out one of the room's windows or door windows and expose the fact that you are hidden in that room. How will you respond?
6. You have been locked in the archives for some time. There are no windows and you have no cell phone access. How will you decide when to leave?
7. You are sheltering in one of the library rooms. A fire alarm sounds. You begin to smell smoke. How would you respond?