

Active Shooter Toolbox Talk

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A ready-to-run 5-minute crew talk · OSH Act §5(a)(1) General Duty Clause · FBI Run · Hide · Fight

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How to run this talk (5 minutes): Run this one calmly — the goal is a plan, not fear. Stand where the crew can see your nearest exit. Read each talking point aloud, ask the discussion questions, and let people answer. Close with the one rule, walk the crew through **your** exits, hiding places, and assembly point, and pass the sign-in sheet on page 2. This is an awareness refresher — it does **not** replace your employer's emergency action plan or any training your site requires, and your site's own procedure always comes first. If anyone is distressed by the topic, let them step out.

Run — Always the First Choice

- **If there is a safe path out, take it — immediately.** Escaping is the single most effective thing you can do. Go whether others agree to or not.
- **Leave everything behind.** Bags, coats, and phones-in-hand slow you down. Help others if you can, but do not stop to gather belongings.
- **Move away from the sound** and keep going — out of the building and well clear of it. Don't gather at the front door.
- **Keep your hands visible and empty** as you exit, and warn people coming toward the danger.
- **Call 911 when you are safe** — location, what you saw, how many, what they're wearing. Don't delay your escape to make the call.

Hide — If You Can't Get Out

- **Get out of sight and put a locked, barricaded door between you and the threat.** Pick a room that isn't a dead end if you can.
- **Lock it, then block it** — heavy furniture, filing cabinets, anything that buys time. Stay away from the door and off the wall line; get low and behind something solid.
- **Silence your phone completely** — ringer and vibrate — and turn off anything else that makes noise. Then stay quiet.
- **Stay put until law enforcement opens the door.** Don't open it for a voice; officers will identify themselves and can get in.

Fight — Absolute Last Resort

- **Only when your life is in imminent danger** and running and hiding are no longer possible.
- **If you act, commit completely.** Hesitation is what fails. Act with total aggression, and don't stop.
- **Improvise with whatever is around** — a fire extinguisher, a chair, a heavy tool. Throw things; the goal is to disrupt, not to duel.
- **Work together.** Several people acting at once from the side of the doorway is far more effective than one person alone.

Notice Early — and Know Your Building

- **Most attackers show concerning behavior first** — escalating threats, fixation on violence or weapons, severe mood or behavior changes, talk of revenge. **Report it** to your supervisor, HR, or security. Reporting is not accusing.
- **Know two ways out of every room you work in** — including windows and back exits, not just the way you came in.
- **Notice which doors lock from the inside** and which rooms have something solid to hide behind. Decide now, not later.
- **Know how your site raises the alarm** and where the assembly point is — that's your emergency action plan doing its job.

Discussion — Ask the Crew

1. From where you're standing right now, what are your two nearest ways out — and is one of them a window or a back door?
2. If you couldn't get out, which room on this floor would you pick to hide in, and what would you barricade the door with?
3. What kind of behavior from a coworker would you actually report — and who exactly would you tell?
4. Police just came through the door. What are you doing with your hands, and what should you NOT do?

The one rule to remember today: Run if you can, hide if you can't, fight only if your life depends on it — and decide your exits and hiding place *before* anything happens. When police arrive, show empty hands and follow commands.

This talk is a refresher, not a complete program. There is no OSHA standard specific to active shooter events — employers are covered by the **General Duty Clause, OSH Act §5(a)(1)**, and the response here follows **FBI Run · Hide · Fight**. The **Active Shooter Training Kit** adds the full video (available in English or Spanish), quiz & answer key, certificates, and sign-in sheets — reusable for every new hire. SafetyVideos.com/Active_Shooter_Training_p/52.htm

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*Summarizes selected federal requirements and recognized safe practices as of July 2026. **There is no OSHA standard specific to active shooter events** — employer obligations arise under the OSH Act §5(a)(1) General Duty Clause, applied case by case, and the response taught here follows FBI Run · Hide · Fight guidance. Emergency action plans are addressed at 29 CFR 1910.38 where required. Not a complete compliance program; also follow your site's emergency action plan, law enforcement direction, and any applicable state-plan or local requirements. © SafetyVideos.com*

Toolbox Talk Sign-In Sheet

Attendance record · Active Shooter Toolbox Talk · OSH Act §5(a)(1) · FBI Run · Hide · Fight

Date

Location / Facility

Presented by

#	Name (print)	Signature	Job title / Department
1			
2			
3			
4			
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14			

By signing above, each attendee confirms they took part in this toolbox talk and had the opportunity to ask questions. Retain this sheet with your training records. This is an awareness talk and is not, by itself, evidence of a complete emergency action plan or of any training your site or state requires.