

ACTIVE SHOOTER AID: 66 SFS 225-5000**SHOOTING INCIDENT****RISK of Danger****HIDE****Call 5-5000 or 911**

- Caller's location
- Number of shooters
- Types of weapons
- Shooter location & direction of travel
- Shooter description

MITIGATE RISK: lock doors, turn off lights, limit movement

Ensure unit personnel are safe and secure; report as directed.

WAIT for response forces & instructions

IMMEDIATE DANGER**ESCAPE BARRICADE FIGHT**
(Fight only as a last resort)

DETAILED INSTRUCTIONS

FORCE PROTECTION CONDITIONS (FPCONS)**NORMAL:** (General threat of terrorist activity)

- Be aware of your surroundings.
- Report unusual or suspicious activities to your superiors or emergency personnel. If there isn't time, warn those in danger immediately.
- Act to protect lives and property.

ALPHA: (Increased unpredictable threat of terrorist activity exists)

- Explain what FPCONS mean to your family.
- Carry unit recall rosters and ID card.
- Report suspicious vehicles near installation.

BRAVO: (Increased and more predictable threat exists; may be in effect for a long time)

- Continue previously implemented measures.
- Expect delays when entering the installation.
- Be patient and observe parking restrictions.
- Conduct a periodic facility check.
- Evaluate personnel schedules for security concerns.
- Check all incoming mail and packages for anything unusual. If the package is suspicious, isolate it and notify 66 SFS.
- Check your car prior to entry.
- Keep your family informed.
- If applicable, ensure family care plan current.
- Review home and office evacuation plans.

FPCONS continued**CHARLIE:** (An incident has occurred or is imminent)

- Continue previously implemented measures.
- Challenge personnel you don't recognize; escort visitors.
- Have individual protective gear available if it is required for your job.
- Inform family members, but don't release sensitive operational information. Ask family members to stay home as much as possible.
- Be aware that all belongings can be inspected at installation and facility entry control points.
- Avoid facilities with large groups of people or long lines.
- Expect longer delays and vehicle inspections at installation entry points.
- Single parents, ensure family member care is available, and prepare to implement family care plan.

DELTA: (An attack has occurred; take cover and shelter in place)

- Continue previously implemented measures.
- Follow all instructions from emergency personnel.
- Instruct family members to remain at home.
- Minimize movement around the base.
- Do not accept deliveries to your work area.
- Prepare your family for possible evacuation.
- Call 66 SFS (5-5000) if you see anything unusual.

FIRST AID

As you await arrival of medical professionals

Check Open Airway/Breathing/Circulation

- Use Head-tilt/Chin-lift...LOOK/LISTEN/FEEL. Only perform CPR if you are trained!

Bleeding Control Measures

- Apply direct pressure, elevation, pressure points; use dressing or hands.
- Tourniquet (as last resort) - Do not remove; note time and date on victim's forehead.

Treat for shock (Symptoms: Thirsty, cold, moist, pale bluish skin, large pupils, weak)

- Keep victim lying down and warm.

- Raise victim's legs; give nothing by mouth.

Dress Bandage Wounds & Splint

- Place dressing over wound and secure with a bandage. Check dressing & bandage often.
- Wrap both eyes for eye injury; bandage in normal body position. DO NOT cover fingers and toes. Splint above and below injury.
- Check ABCs, ensure bleeding is controlled, and broken bones splinted/supported before moving.

Heat Exhaustion (Weak, dizzy, headache, nausea, cool gray skin, profuse sweating)

- Move to a cool environment, loosen/remove clothes, lay victim down and quickly cool them down. Give lots of water.

Heat Stroke (Hot/red/dry skin, no sweat)

- Same treatment as Heat Exhaustion.

SHOOTER NOT IN YOUR FACILITY

- Notification via Giant Voice "Lockdown, Lockdown, Lockdown. The last known threat area is _____"
- If outside, go to nearest facility unless threat dictates otherwise (i.e., active shooter is in the closest facility)
- Ensure all occupants are aware of situation - announce that Lockdown has been initiated and which building is the threat area
- Lock exterior doors if possible
- Get people away from hallways, common areas, and windows. Lock all doors and windows and close curtains)
- Start accountability of personnel (Senior member or designee) if possible
- Stay alert for notifications by Giant Voice, phone, or emergency response personnel. Remain locked down until the "All clear" is announced via Giant Voice
- Commanders/Directors ensure all personnel in facility are notified of "All Clear". Ensure personnel are safe & secure. Report to UCC as directed
- Remain vigilant for any additional instructions via Giant Voice, and be aware of any emergency response vehicles in the area

SHOOTER IN YOUR FACILITY**RUN/EVACUATE – If safe to do so, move AWAY from any sounds of commotion of gunshots.**

- When outside, use anything available (cars, dumpsters, other buildings, etc.) as a physical block between you and the shooter.

HIDE – If you cannot safely evacuate your facility.

- Get as far away from the danger as possible and HIDE.
- REMAIN SILENT.
- Get inside a lockable room if possible; turn off the lights and draw the blinds.
- Hide behind anything you can use as a visual block.

FIGHT – Only as a last resort and ONLY when your life is in imminent danger!

- Attempt to incapacitate the shooter by throwing things at them.
- Aim for the face and eyes.
- Fight for your life – use weapons of opportunity.

GENERAL ACTIVE SHOOTER ACTIONS

- Disregard fire alarms unless ordered to evacuate by Giant Voice or Law Enforcement personnel; or smoke or flame is visible.
- Remain in hiding until you receive the "All clear" via Giant Voice or Law Enforcement personnel.
- Follow instructions provided by emergency responders.
- When Law Enforcement arrives, they will make a dynamic entry with many actions occurring simultaneously. They will not stop to assist the injured until the threat has been neutralized. Additional teams will enter the facility to assist the injured and evacuate remaining personnel.
- The most important thing to remember is to follow instructions from Law Enforcement and differentiate yourself from the shooter by implementing the following actions:
 - Remain calm and follow instructions.
 - Keep hands empty and visible at all times.
 - Avoid making quick movements.
 - Avoid pointing, screaming or yelling.
 - Comply with all directions/orders **immediately**. Do not hesitate or question Law Enforcement personnel.

AFTER AN ACTIVE SHOOTER

- After the All Clear has been announced, do not leave your facility or the area you are in until you are formally released by first responders or by installation leadership. Things to consider after an event include:
 - Prepare to provide as much information as possible to law enforcement and investigators.
 - Minimize use of phones and other devices until you have been cleared to leave the area. If you must communicate, text rather than talk when feasible.
 - Continue to follow all instructions from first and emergency responders, as well as installation and unit leadership.



HURRICANE

HURRICANE WATCH:

- Listen to radio and TV for hurricane reports.
- Check all emergency supplies and fuel vehicles.
- Bring in all outside objects that could be turned into projectiles by high winds, such as patio furniture, lawn care equipment, toys, etc.
- Store clean drinking water in bathtubs, jugs, bottles etc.

HURRICANE WARNING:

- Listen constantly to radio or television for updates and instructions. Monitor the HAFB COLD Line, HAFB app, www.hanscom.af.mil, Facebook, or Twitter for information disseminated by HAFB or local emergency response personnel.
- Store valuables in watertight containers and move them to higher ground.
- Privatized-housing residents should remain in their homes, away from windows, skylights, and glass doors, unless otherwise directed by the privatized housing office, or the installation commander.

EVACUATION: Follow all evacuation instructions disseminated by installation leadership or your community emergency responders. Know your community's evacuation plan in advance. Contact your local Emergency Management office for details.

AFTER A HURRICANE

- Only return home when local officials declare the area safe; get the safest route to return home from local authorities.
- Use telephones for emergency calls only.
- Be on alert for extended rainfall & flooding; stay away from, and do not drive in flooded areas.
- Follow all detour signs; avoid disaster areas.
- Stay on firm ground; help those who are injured, trapped, or who require special assistance.
- Avoid loose or dangling power lines; have electrical equipment checked, and thoroughly dry it out before using again.
- Use extreme caution when entering buildings; check for gas leaks, structural damage, & sewer/water line damage
- Check refrigerated food for spoilage. Discard all food exposed to flood waters – even canned goods!
- Open windows and doors to ventilate and dry your home.

WINTER STORMS

Winter weather advisory: A significant winter storm or hazardous winter weather is imminent or occurring.

Winter Storm Watch: A significant winter storm may affect your area. A winter storm watch is issued to provide 12 to 36 hours notice. When a winter storm watch has been issued:

WINTER STORMS continued

- Listen to local radio, TV, or cable stations for updates, and be alert for changing weather conditions.
- Avoid unnecessary travel.
- Winter Storm Warning:** Issued when hazardous winter weather is likely, imminent, or occurring.
- Stay inside during the storm.
- If you must go outside, dress in several loose layers of lightweight clothing, gloves or mittens, a hat, and cover your mouth to protect your lungs.
- Understand the hazards of wind chill and take precautions to prevent hypothermia.
- Walk carefully on snowy, icy sidewalks.
- Monitor the COLD Line (www.hanscom.af.mil) or EM Facebook page for updates on base reporting or release instructions.
- Adhere to all state and local issued road closure or do not drive orders.

Blizzard warning: Winds that are at least 35 mph or greater, blowing snow that will frequently reduce visibility to 1/4 mile or less for at least three hours, and dangerous wind chills are expected in the warning area.

Wind chill index: The calculation of temperature that takes into consideration the effects of wind and temperature on the human body. This is not the actual air temperature, but what it feels like to the average person

FOLD #2

IF YOU BECOME STRANDED IN YOUR VEHICLE, STAY IN YOUR VEHICLE!

- Run the engine at 10-minute intervals for heat, but to avoid carbon monoxide poisoning, ensure that the exhaust is free and clear of snow; and crack the vehicle windows.
- Make yourself visible to rescuers by tying a bright cloth or object to your antenna and turn on the dome light at night, but ONLY while running the engine.
- Have a winter survival kit in your vehicle.

THUNDERSTORMS/LIGHTNING

Postpone all outdoor activities. If you are boating or swimming, seek land immediately. Find shelter in a building or car. If shelter isn't available, get to an open space and squat low to the ground. If you are in a vehicle, safely pull over, away from trees and objects that could fall on the car. If flooding is imminent, find higher ground. Report all injuries and damage to 911.

TORNADOS

If you see a funnel cloud and time permits, dial 911. Seek shelter in an interior room or basement of a steel frame or concrete structure. Stay away from windows. If you are caught outside, lie in a ditch or low-lying area, and use your arms to protect your head and neck. Report all injuries and damage to 911.

SUSPICIOUS OBJECTS/PACKAGES

66 SFS 781-225-5000

If you notice a suspicious package or object, call 911. Unidentified bags arouse concern for explosive devices and are confiscated or destroyed.

Note: Hand carried items such as gym bags, briefcases, lunchboxes, etc. must be tagged with owner's name, organization, and phone number. If your bag is inadvertently left somewhere, security must have a means to verify ownership.

- DO NOT go near, handle, or touch the suspicious item.
- DO NOT USE TWO-WAY RADIOS OR CELL PHONES UNDER ANY CIRCUMSTANCES.
- Clear the area immediately and call 911. Report the location and nature of the object (e.g., building and room, letter or package, size, etc).
- Write down everything you can remember about the item.
- Follow orders to evacuate given by first responders.
- Be suspicious of objects found lying around.
- Isolate suspected letters or packages. Do not immerse them in water.
- Notify your supervisor.

SHELTER-IN-PLACE

Designed for Incidents Posing Inhalation Hazards

Follow your facility shelter-in-place plan and these basic steps:

INDOORS:

- Bring everyone inside, including pets.
- Close and lock exterior doors and entrances.
- Turn off heating, ventilating & air conditioning systems; or set to 100% re-circulate.
- Close as many interior doors as possible.
- Move everyone to interior spaces if possible.
- Take accountability.
- DO NOT shelter in basements and avoid rooms with windows and skylights whenever possible.
- Minimize the use of facility elevators
- Seal cracks & openings with available materials (e.g., towels, blankets, plastic sheeting, etc).
- Wait for all clear signal from local officials.

OUTDOORS:

- Cover your mouth/nose with a cloth.
- Move laterally/upwind away from any smoke or aerosol cloud.
- Seek shelter in a building or covered structure.
- If caught in a vehicle, make your way to permanent shelter as soon as conditions permit. Until then, pull over and shut off your engine, a/c, heat, or vents.
- Roll up windows.

USEFUL PHONE NUMBERS

For Fire/HAFB emergency, call	911
66 ABG Command Post	781-225-6960
HAFB Security Forces (LE Desk)	781-225-5000
AFOSI Det 102	781-225-5861
HAFB AT Officer	781-225-1323
HAFB Emergency Management	781-225-5920
HAFB COLD Line	781-225-2653
Eagle Eyes Report	781-225-3937
Crime STOP	781-225-6920
(Crime STOP accepts anonymous reports)	
Victim Advocacy / SARC	781-225-7272
Public Affairs	781-225-1685
AFPAAS:	800-435-9941

AFPAAS Website: <https://afpaas.af.mil>

My Useful quick reference numbers

UCC _____

Supervisor _____

Facility Mgr _____

Other _____

For additional information for all disasters refer to the Base Emergency Preparedness Guide at:

<https://usaf.dps.mil/teams/22388/HAFBEM/Guides/Forms/AllItems.aspx>

Current as of: March 2024

What to do if...



A quick guide to personal security and safety when things get rough

66th ABG Individual Reference Card
For updates contact: 66 ABG/CEX 781-953-9483