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## State of Ohio Administrative Policy

No:  
State Human Resources Division  
HR-42

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Effective:  
July 12, 2021

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Issued By:

Response to an Active Aggressor

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### 1.0 Purpose

To provide a standardized policy regarding training and other procedures for responding to potentially violent or threatening situations so that State of Ohio employees will be as prepared as possible. This policy applies only to agencies, boards, and commissions under the authority of the Governor and does not apply to separately elected officials.

A glossary of terms in this policy is located in Appendix A – Definitions. The first occurrence of a defined term is in ***bold italics*** and linked to Appendix A. To go directly to a term's definition, click on the bold and italicized term. To return to the body of the policy, click on the defined term.

### 2.0 Policy

Situations involving an ***active aggressor*** or ***active threat*** can occur in any environment. They may involve different ***threat types***, including physical, verbal, or virtual threats. In order to preserve life and address the reality of an active threat event, it is important for all state employees to apply adaptive principles that can aid in quickly determining the most reasonable way to protect life during such an event. To this end, the following requirements shall be followed.

**2.1 Required Training:** All newly hired employees are required to complete the web-based *Active Aggressor Response Training* within thirty (30) days of their hire date (see 2.1.1. below). Agencies, boards, and commissions may request exceptions to the requirement of using the online *Active Aggressor Response Training* if the agency, board, or commission uses a different version of training on an active aggressor situation. The agency, board, or commission should contact the Ohio Department of Administrative Services (DAS), Labor Relations and Human Resources Policy Section at 614.752.5393 or [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) who will coordinate with the Ohio Department of Public Safety to review the training and exception request. Agencies, boards, and

commissions are required to provide annual refresher training for all current employees. Refresher training can include either the Active Aggressor Response Training pursuant to 2.1.1 below or an alternative training pursuant to 2.2.2 below.

2.1.1 The training, developed by the Ohio Department of Public Safety, is a web-based training available in [myOhio.gov](http://myOhio.gov). Agencies may require employees to complete additional training to address agency-specific situations.

2.2.2 Refresher training alternatives could include tabletop exercises, in coordination with their business continuity programs once per calendar year. The Department of Administrative Services will conduct an annual survey to gather information on what types of additional training or exercises agencies are conducting, what law enforcement resources have been consulted in the development of an agency plan, and, in conjunction with the Department of Public Safety, will share best practices with agencies.

2.1.1 2.1.3 As worksite locations are unique, agencies should develop worksite specific procedures and training as needed using the “Run—Hide—Fight” model for employee response. The Ohio State Highway Patrol, Office of Field Operations (614.466.2137) is available to assist agencies with developing procedures and training. If your agency has additional considerations, such as residents or individuals entrusted in your care, it is recommended that you contact the Office of Field Operations for guidance.

**2.2 Required Policy:** Each agency, board, or commission must develop an agency policy and/or procedure to determine what actions employees should take upon the discovery of an active aggressor. A sample agency policy with sample procedures can be found in Appendix B, Attachment 1.

2.2.1 Any changes to an agency’s current policy and/or procedure must be submitted for approval by the Department of Administrative Services and the Department of Public Safety before the agency’s updated policy is issued. Policies shall be submitted to [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov)

2.2.2 Agencies shall include information in their policies/procedures regarding methods for notifying employees of an active aggressor situation, including the name of the notification system in use by the agency. If an agency does not have a current electronic notification system (including text messages/phone calls/email alerts) that agency shall utilize the statewide eNotify system (maintained by the Department of Public Safety) to alert employees to an active aggressor situation. The notification system shall be tested at least annually. Agencies shall also include information in their policies/procedures regarding the use of facility specific resources (e.g. a building public announcement system), including who is responsible for making an announcement in the event of an active aggressor situation. These policies/procedures shall address situations where employees may not be in possession of cell phones or other equipment to receive a message from the notification system while in the workplace. Agencies shall require additional training for Human Resources Managers,

Section/Floor Wardens, and any other employees with direct responsibilities under this policy.

2.2.3 The Department of Rehabilitation and Correction, Department of Youth Services, Department of Mental Health and Addiction Services, Department of Developmental Disabilities, Department of Veterans Services, and other Departments as identified, shall include guidance in their policies/procedures for how staff responsible for the supervision of the individuals entrusted in their care can best ensure their safety and account for their location during and after the active aggressor situation (e.g. directing individuals in their care to the appropriate assembly area, taking attendance when necessary relocations take place, and executing assignments as directed by law enforcement).

### 3.0 Authority

ORC 124.09; OAC 123:1-45-01

### 4.0 Revision History

Date	Description of Change
02/21/2017	Original policy.
07/12/2021	Reissue policy for housekeeping.

### 5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy  
Office of Collective Bargaining  
Ohio Department of Administrative Services  
1602 West Broad Street  
Columbus, Ohio 43223

614.752.5393 | [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov)

State of Ohio Administrative Policies may be found online at  
[www.das.ohio.gov/forStateAgencies/Policies.aspx](http://www.das.ohio.gov/forStateAgencies/Policies.aspx)

## Appendix A – Definitions

- a. **Active Aggressor.** An individual who is actively engaged in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.

- b. **Active Threat.** An active threat is defined as any incident, which by its deliberate nature, creates an immediate threat or presents an imminent danger to human life. Active threats can take many forms and may or may not have the intent of killing targeted people as quickly as possible. Traditional law enforcement responses to active threats will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.
  
- c. **Threat Types.** Threat types include:
  - a. Active shooter
  - b. Hostage/barricaded subject
  - c. Sniper
  - d. Suicide/homicide bomber
  - e. Known or suspected terrorist threat (biological/chemical threat)

## Appendix B - Resources

Document Name
Attachment 1: Sample Agency policy
For additional information, see. <a href="https://www.publicsafety.ohio.gov/">https://www.publicsafety.ohio.gov/</a> .