

# COMMUNITY PATROL SERVICE CASTRO COMMUNITY ON PATROL



## ACTIVE SHOOTER BASIC TRAINING CLASS PARTICIPANT HANDBOOK

Revision 2  
11/2022

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### PRODUCED BY

Chief Ken Craig, KCTO, KCCO, St. PSCB  
Community Patrol Service

[www.CastroPatrol.org/resources/community-patrol-service](http://www.CastroPatrol.org/resources/community-patrol-service)  
[CommunityPatrolService@gmail.com](mailto:CommunityPatrolService@gmail.com)

### Contact Castro Community Patrol

[www.CastroPatrol.org](http://www.CastroPatrol.org)  
[info@CastroPatrol.org](mailto:info@CastroPatrol.org)  
415-735-5337

***“Conatus est Salut Civitatis”***  
***“SAFETY is a COMMUNITY EFFORT”***

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# ACTIVE SHOOTER BASIC TRAINING CLASS

A JOINT PROJECT OF



Community Patrol Service (CPS)  
Castro Community On Patrol (CCOP)

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## REVISION HISTORY

#	DATE	DESCRIPTION
2	11/2022	Presentation and document reviewed following Club Q Active Shooter incident.
1	06/ 2017	Presentation and document reviewed and updated following UPS Active Shooter incident.
0	06/ 2016	Original Document



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## WAIVER

Every effort has been made to ensure the accuracy of the information and techniques presented and discussed in this document.

At the time of this document's printing the materials are, to the best of our knowledge, accurate. However, many anomalies, omissions, and factual errors may exist. Should you identify such an anomaly, omission, or factual error you are encouraged to bring it to the attention of Community Patrol Service (CPS) or Castro Community on Patrol (CASTRO PATROL).

This document may be modified at any time without prior notice either in part or in full. You may ensure that you have the most recent seminar information and document by contacting CPS directly.

## STATEMENT OF INTENT

This document describes examples and recommends techniques that will present information and techniques to equip CASTRO PATROL foot patrol Patrollers. However, the information, examples and recommendations contained herein are by no means complete or exhaustive.

This document is **NOT** intended, designed, or presented as a statement of, or recommendation for, the use of these techniques in a defensive situation or in any other situation and you are reminded that you are fully bound and obligated by all applicable laws prevalent to the use of such techniques in a defensive or offensive situation or manner. You are fully and individually culpable and responsible for all decisions to implement or use the techniques described, practiced, and discussed in this document, and for all subsequent injuries or loss that may result as a consequence of using such techniques.

This document is not intended, designed, or presented to replace, repudiate, or in any way discredit information you previously received from another instructor or any other source. Many different theories, concepts, and techniques are used by numerous organizations and entities throughout the world. This document merely presents a select few that CPS and CASTRO PATROL have identified as useful and informative for CASTRO PATROL Patrollers and the public whom we serve.

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## INTRODUCTION

Knowledge is power and our Active Shooter basic training class offer a wealth of information, guidance, and knowledge which we hope will assist you when working, shopping, worshipping, and enjoying public events.

We strongly recommend that EVERYONE undertake continuous training and seek out additional information and guidance in this area through courses provided by many groups and entities. In our opinion, you can NEVER have too much knowledge, but you can DEFINITELY have too little when the proverbial "chips are down." For this reason, we recommend that you participate in as many classes, as many safety meetings, and as many training options as possible. You just never know when that information or awareness may just be critical to you, your loved ones, your fellow employees, or your fellow event attendees.



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### COURSE ADMINISTRATION



Chief Ken Craig, KCTO, KCCO, St.SPCB

**Knight Commander of the most illustrious Traingle Order, (KCTO)**

**Knight Commander of the venerable Castro Order, (KCCO)**  
**Saint Serve & Protect of the Castro Beat of the Order of Sisters of Perpetual Indulgence, (St.SPCB)**

Grand Master Instructor, American Martial Arts Institute & ChangMookwan

The information and content of this class is administered by Chief Ken Craig of Community Patrol Service (CPS).

Chief Craig leads the not-for-profit Community Patrol Service (CPS) which provides support and assistance in developing, training, and sustaining community patrol organizations worldwide. Chief Craig and CPS developed this curriculum and continue to update and maintain the content.

Chief Craig has a lifelong involvement with safety and self-defense. He holds a 9<sup>th</sup> Degree Grand Master Black Belt in the Korean martial art HapMoosaKi-Do from the AMAI, a 9<sup>th</sup> Degree Grand Master Black Belt in the hybrid martial art YongChul-Do from the AMAI, and an 8<sup>th</sup> Degree Grand Master Black Belt in the Korean martial art TaeKwon-Do from the ChangMookwan and USA TaeKwon-Do.

Chief Craig established and led the non-profit Triangle Martial Arts Association in San Francisco for more than fifteen years, founded immediately following the horrific murder of Matthew Shepard in Wyoming in 1998. Chief Craig led more than thirty students to 1<sup>st</sup> Degree Black Belt rank in TaeKwon-Do during this time, and a dozen or more students to 2<sup>nd</sup> Degree Black Belt and beyond.

Chief Craig helped to establish and lead the San Francisco Police Department, Auxiliary Law Enforcement Response Team (ALERT) for more than eight years, and has served on the SFPD Chief's LGBT Community Advisory Forum and the SF District Attorney's LGBT Advisory Panel.



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### COMMUNITY PATROL SERVICE



**Community Patrol Service (CPS)** is a not for profit, entirely volunteer run, organization that seeks to build comprehensive collaborative efforts on safety and security between residents, businesses, private security and law enforcement agencies. We also support and assist in the development of Community Walking Patrols and advocate for general safety and security measures at the neighborhood, city, state and national level.

CPS facilitates the development of this collaborative and mutually supportive effort. We work to educate residents, businesses, residential and condominium owners and local associations to the benefits and need for such collaborations. We help to develop relationships with local law enforcement and local government agencies in support of mutual collaboration and we provide some information and guidance on how to create steering groups, conduct effective meetings and develop public relations strategies in support of your neighborhood's overall goals. We also provide training to residents and businesses in a number of relevant and useful topics.

We promote and provide information and assistance in the deployment of 6 major program initiatives:

1. Community **WATCH** Program (**CWP**)
2. Crime **ACTIVITY** Reporting (**CAR**)
3. Crime **ALERT** System (**CAS**)
4. Community **On PATROL** Service (**COPS**)
5. Community **SAFETY** Collaborative (**CSC**)
6. Community **EDUCATION** Outreach (**CEO**)

Please feel free to contact us at your convenience and we will be happy to meet with you to discuss your neighborhood challenges and see how we can work together to develop enhanced safety and security for everyone in your community.

[CommunityPatrolService@gmail.com](mailto:CommunityPatrolService@gmail.com)

***“Building Safer Neighborhoods by Collaborating on Community Safety and Security”***



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### CASTRO COMMUNITY ON PATROL

**Castro Community On Patrol Service (CCOP)** is a non-profit program of **San Francisco Safety Awareness for Everyone (SF-SAFE)** who are our fiscal sponsors.

CCOP works to enhance the safety and security of the Castro and Duboce Triangle neighborhoods of San Francisco through a variety of programs and educational outreach efforts.



We deliver several **KEY** programs to help improve and enhance the “fabric of safety” for the neighborhood including:

- **COPS** – **Community On Patrol Service** program which trains, certifies, and deploys volunteers on regular neighborhood patrols, much like a normal neighborhood watch but with “boots on the ground” walking and interacting with residents, employees, and visitors.
- **CRESt** – **Community Response, Engagement, and Support** program which brings emergent community volunteers together with our trained Patrollers to assist other community groups and organizations with their special events, rally's, marches and so on. Through this program our Patrollers also engage directly in the management of other community benefit efforts such as the Castro Cares program, Castro Merchants, Stop The Violence program, etc.
- **CET** – **Community Education and Training** program which develops training classes and outreach materials on a number of safety topics which are typically provided **FREE** to anyone seeking them. This program includes our **FREE** Community Self-Defense classes and our **FREE** safety whistle distribution efforts.
- **CBW** – **Castro Business Watch** program which we manage and organize. The CBW is very much like a residents’ neighborhood watch, except this one is uniquely for businesses to share information and exchange ideas.

We also work diligently to share relevant information and concerns, ensuring the appropriate people, groups, and entities are involved in finding solutions.

[www.CastroPatrol.org](http://www.CastroPatrol.org) [info@CastroPatrol.org](mailto:info@CastroPatrol.org)

***“Safety is a Community Effort”***



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## FEDERAL, STATE, & CITY COLLABORATION



We have used extensive resources and information made available by the various Federal, State, and City and County of San Francisco agencies and departments in creating this training content. We recognize and acknowledge that these agencies and departments are the **SUBJECT MATTER EXPERTS** in this topic, and we strongly recommend attending training and classes offered by them.

We express our sincere thanks and appreciation to these agencies and departments in offering support, advice, counsel, and resources to help us refine this training.

### U.S. Department of Homeland Security

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

### U.S. Department of Justice Federal Bureau of Investigation

<https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>

### Bay Area Urban Areas Security Initiative

<https://www.bayareauasi.org/TVTP>





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### DON'T GET PARANOID, GET PREPARED!



Our goal in providing this handbook is to help you apply the information, guidance, techniques, and concepts provided during our class. Getting paranoid doesn't typically help, but getting prepared, planning, training, and being aware absolutely helps.

Our training is designed to reduce uncertainty, offer you concrete planning, preparation, and training steps to help you respond if the worst situation should happen.

Remember, PRACTICE, share this information, then practice some more!!

### CLASS GOALS

You will not suddenly become an expert in these situations overnight, nor should you. The goals of this class are to begin a new thought process for you, your employees, and your events.

This training is designed to give you some guidance in recognizing hazards and risks ahead of time, establishing a training program to mitigate those risks, developing an effective communications method and a command-and-control system, and engaging in regular training to familiarize everyone with this entire system.





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### THERE ARE NEVER ANY 100% GUARANTEES



No matter how much planning, preparation, training, and resources you have available, there can never be any 100% Guarantees that those will be comprehensive, effective, applied properly, or sufficient to respond to any threat or incident presented.

While there are no 100% Guarantees for a perfect, flawless, and timely response – the time you put in with pre-planning, preparations, training, and awareness will **UNDOUBTEDLY** assist you and your staff in many invaluable ways during an incident, and in the aftermath of an incident.

*“An ounce of prevention, is worth a pound of cure.”*

### STAY ALERT

The single MOST IMPORTANT skill to develop is remaining ALERT and AWARE of everything going on around you, whether you are walking on the street, shopping in a large superstore, worshipping at your church, synagogue, mosque, or attending a public event or concert.

Don't take away any of your critical senses by blasting music through two earbuds, focusing on your cell phone, looking only at the ground when you walk, etc. In an Active Shooter situation, SECONDS COUNT. Quickly identifying the risk and responding immediately may save your life.



Whenever you enter an unfamiliar building or space, always check for fire exits, or easy methods for escape. It may not be an Active Shooter, but rather a fire or earthquake, but the escape route you identified earlier may prove critical in escaping the incident, whatever it is.



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### ACTIVE SHOOTER INCIDENTS

Active shooter incidents are often unpredictable and evolve quickly. They can happen anywhere, at any time. They often begin with little advance warning, and initially they often cause confusion, doubt, and ultimate panic and fear in all those involved as victims.

Training, preparation, and confidence can definitely mean the difference between survival and becoming a possible victim.

In general, the Active Shooter protocol is defined as:



1. RUN
2. HIDE
3. FIGHT

Quickly recognizing the THREAT and communicating the Active Shooter location and description will be essential to the appropriate response.

An Active Shooter incident within a confined building, will require some different concepts and thought-process to a incident which takes place on the streets of a neighborhood, or in the open fields and woods of a park.

Law Enforcement are trained, equipped, and prepared to enter an Active Shooter environment with the sole purpose and goal of neutralizing the shooter as quickly as possible. This means they will pass by injured victims to locate and neutralize the shooter, making the scene safe for medical personnel and other responders

Law Enforcement will initially treat **ANYONE** they contact as a potential suspect when they first arrive, as their picture of the situation will be extremely limited at that time. If you encounter police, **put your hands above your head and spread your fingers** to clearly indicate you are an innocent victim.



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### 1. RUN



If possible, when you hear gunfire, or become aware of a shooting incident nearby, or you are specifically informed that an Active Shooter is in the area, try to run away from that dangerous area to safety.

Run away from the sound of gunfire and screaming.

Don't burden yourself with bags, laptops, or other possessions. You can replace anything – but your life.

Run as quickly as possible, but also run carefully and be aware of your surroundings as you run. Be careful not to trip, or run into obstacles, injuring yourself in the process. Watch for any signs of a possible shooter as you run.

Don't delay your own escape, trying to persuade others who are reluctant to run.

Run until you are SAFE. This may require running for a couple of blocks or even more. Run until you feel you are safe and secure.

If you know anything of value to Law Enforcement, call 9-1-1 to provide your information to them, or, pass the information on to a uniformed Law Enforcement Officer if you see one and they have time to take your report. Remember, dispatchers and Officers will be extremely busy, focused, and perhaps overwhelmed themselves. They may be short or seemingly dismissive of you initially. Gently persist to provide your information or try writing your information down and hand it to an Officer.



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## 2. HIDE

If escaping or running is just not possible, or does not seem safe given the proximity of the shooting, then look for places where you can hide and barricade yourself.

If possible, find a room with a door which can be closed and locked. Use this room to hide in. If you cannot hide inside a room, try to find an out of the way spot which is not readily exposed by a lot of space around it.



If you are hiding within a room with a closed door, try to use anything within the room to "barricade" the door. Desks, filing cabinets, chairs, anything that will help prevent the door from being forced open, and anything which may stop or significantly slow down any bullets which may be shot through the door.



Turn off your cell phone ringer, turn off the lights within the room, and try to close any blinds on windows if the room has them. Remain as quiet as possible within the room, to avoid attracting attention.

Don't hide under a desk or similar structure in any wide-open space where the Active Shooter has freedom to roam. This will not provide you with any real protection. Rather, find a location away from large open spaces, and if possible, find a weapon to use on the Shooter if they find you. Try to surprise them if this happens by attacking violently and relentlessly.

Remain in your safety room until Law Enforcement personnel come to release you. Law Enforcement will identify themselves clearly and loudly – but be cautious. Active Shooters have been known to "pretend" to be Law Enforcement in order to gain access to otherwise secured safety rooms.



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### 3. FIGHT



If, despite your best efforts to evade the Active Shooter, or to barricade yourself in a safe place, the Shooter still finds you or breaches your Safety Room, then you must **FIGHT** with **ALL YOUR MIGHT**, with **ANYTHING YOU CAN USE** as a weapon, **UNTIL THE SUSPECT IS DOWN AND NEUTRALIZED.**

Active Shooters rely on their weapons and the fear they create to intimidate and dominate their victims. They rarely expect or anticipate any resistance, let alone an unexpected, sudden, and violent attack. You **MUST** use this to your advantage when you have no other choice.

Find anything **HEAVY, SOLID,** and substantial yet something that is easy enough to lift, swing, and hit the Shooter with. Fire extinguishers, crow bars, garbage cans, chairs, metal tools, **ANYTHING** you can find will offer you an advantage.

If confronted with no other option, **STRIKE FIRST, STRIKE HARD,** and target the suspects **HEAD, EYES, ARMS,** and **KNEES.**

Keep hitting the Shooter as hard as possible until they go down to the ground, and until they are either no longer moving, or you have successfully removed their weapon(s).

Be aware that there could be more than one Shooter, so even if you successfully take out one suspect, take care to reassess your situation and try to determine if another threat exists i.e. shooting or screaming continues somewhere else. Decide then to **RUN,** or **HIDE** again as necessary.



You may have to justify your actions within a court of law in the aftermath of the incident, **HOWEVER,** it is always better to be **TRIED** by 12 of your **PEERS,** rather than to be **CARRIED** by 6 of you family and friends to a grave. Do **EVERYTHING** you can to survive in the moment, so you have the ability to explain your actions, if necessary, afterwards.



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### Treat – **ONLY** When Safe To Do So

In the event that you, or others you are with **when barricaded in a safety room, or hiding in a secure place**, is injured, provide whatever treatment you can as soon as possible if you can do so without risk of revealing or exposing yourself. **DON'T** leave a safe position to look for or treat the injured.



If there are gunshot victims with you, pack any material you can find into the bullet holes in their legs, arms, or body and apply pressure to the wound(s).



Try to chat with the victim's to slow their heart rate as much as possible. If a leg or arm wound is bleeding severely, apply a tourniquet using a tie, belt, or anything similar to stem the bleeding. This may save the victims life. **STOPPING ANY BLEEDING** is your primary goal and focus, as loss of blood is a key element in shock, which can ultimately lead to death.

In such a situation, this will **NOT BE PLEASANT** or comfortable. There will be a lot of blood, a lot of fear, a lot of pain and possibly a lot of screaming. Very few people have ever experienced such horrific situations personally. Very few first responders will have experienced this either. Again, prior training and preparation will help in these times. Consider obtaining First Aid / CPR / AED certification and maintaining that certification annually to keep your skills and knowledge up to date. Consider attending a STOP THE BLEED training course. You can never have too much training and knowledge in these situations.

Law Enforcement will initially enter the location to identify and neutralize the Shooter as quickly as possible **BEFORE** allowing medical resources access. This may result in a considerable delay before EMT personnel are able to enter the area and provide care.



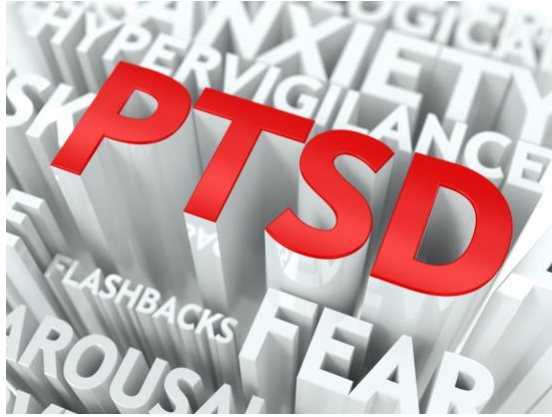
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### RECOVERY – THE AFTERMATH



It is extremely important to recognize that anyone – most likely everyone – involved in any significant emergency incident will suffer from Post Traumatic Stress Disorder (PTSD) to some degree, whether the incident is an accident, or a deliberate act.

Even professional emergency first responders experience PTSD symptoms.

PTSD may also impact staff, safety, and security personnel as the emergency incident unfolds, as prior experiences may trigger memories that elicit fear and result in their inability to act or respond effectively.

The short-term stresses will occur as the incident unfolds. Information will likely be sparse, or inaccurate due to confusion. Obtaining a clear understanding of what is happening, where it is happening, to whom it is happening, and what you must do in response may take longer than you expect to understand – if you ever do fully understand it before leaving the scene. Incidents take time to assess, comprehend, and resolve effectively. The delay in fully appreciating the details of the incident can be very stressful for all involved.

The long-term stresses of witnessing, being involved in, surviving, or losing a loved one to any incident are long lasting and will affect people in different ways, yet, almost everyone WILL experience stress (PTSD.)

Pre-planning, training, and solid procedures and protocols established well before any incident will offer the best opportunity to provide appropriate support, resources, assistance, and sensitive responses to all involved.

Help for PTSD and other symptoms in the aftermath of an incident is always made available through government agencies, and we would strongly encourage the use of all available resources to help individuals work through the process of living with those memories.





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### LET US KNOW

[CommunityPatrolService@gmail.com](mailto:CommunityPatrolService@gmail.com)  
[Info@CastroPatrol.org](mailto:Info@CastroPatrol.org)

Let us know what you thought of the in-person class, and if you find this participant handbook valuable?

Any suggestions for additions, amendments, or subtractions from this handbook you would recommend?

If you are in the unlucky positions of ever having to use this training in a real-world situation, please let us know and how the concepts and techniques worked for you. If you are in San Francisco, we may also be able to offer you some support, assistance, and guidance through the "next steps" of the incident if you wish.

Our goal is to partner with the Federal, State, and City and County of San Francisco agencies to offer additional training and opportunities to all attendees in this, and other important safety and resiliency topics.

FEEL FREE TO EMAIL US AT ANY TIME USING THE EMAIL ADDRESSES ABOVE.

FEEL FREE TO SHARE THIS INFORMATION AND THE CONCEPTS  
IN THIS CLASS WITH YOUR LOVED ONES, FAMILY MEMBERS, AND FRIENDS.  
JUST CREDIT CPS AND CCOP AS THE SOURCE OF THE INFORMATION, AND  
PLEASE REFER OTHERS TO OUR TRAINING CLASSES.

THANK YOU FOR ATTENDING AND LEARNING WITH US.