



U.S. Immigration  
and Customs  
Enforcement

JUL 14 2014

MEMORANDUM FOR: ICE Directorates and Program Office Heads  
All Field Office Directors  
All Special Agents in Charge  
All Chief Counsel

FROM: Daniel H. Ragsdale *DHR*  
Deputy Director

SUBJECT: Active Shooter Guidance

Purpose:

To direct senior officials at all U.S. Immigration and Customs Enforcement (ICE) facilities to conduct an annual review of the facility's active shooter response plan, develop a plan if necessary, and provide active shooter training to all employees on an annual basis.

Discussion:

Safety of all personnel is of paramount concern to ICE. In 2012, ICE employees identified support for safety and health as driving issues for employee engagement and morale. Because active shooter incidents are becoming more prevalent in the workplace, this issue should be a high priority. Although it is difficult to predict and prevent when and where active shooter incidents may occur, we can prepare for them. If we are properly prepared, we may reduce the severity or impact of an attack and potentially minimize injuries and loss of life.

To prepare for an active shooter situation, the senior official within any ICE facility or outsourced facility where ICE personnel are located must ensure an active shooter response plan is in place and, if not, see that one is prepared, reviewed quarterly, and tested annually.

A quarterly review of the active shooter response plan ensures the plan is current and relevant. Conducting active shooter response training helps employees become familiar with the plan for their specific facility, their specific roles, and how to react during an actual event. Senior officials are encouraged to schedule table top exercises with local law enforcement and first responders annually. This collaboration will help increase the possibility of an effective response.

Additional active shooter guidance can be found on

(b)(7)(E) If there are additional questions concerning this memorandum, please contact Bert Medina, Assistant Director, Office of Firearms and Tactical Programs, at (b)(6),(b)(7)(C) @ice.dhs.gov or (202) 732-(b)(6),(b)(7)(C)