

## Human Resources Memorandum

<b>SUBJECT:</b> <b>Active Shooter Response Training</b>	<b>NUMBER:</b> <b>HR 16-023</b>
	<b>DATE ISSUED:</b> <b>August 8, 2016</b>
<b>DISTRIBUTION:</b> <b>All CDFW Employees</b>	<b>EXPIRES:</b> <b>N/A</b>

The California Department of Fish and Wildlife (CDFW), Human Resources Branch (HRB) is pleased to announce two upcoming Active Shooter Response Training (ASRT) opportunities presented by California Highway Patrol (CHP). The purpose of this training is to better prepare you to deal with an active shooter situation and to raise awareness of behaviors that represent pre-incident indicators and characteristics of active shooters.

The first two classes are being held in Sacramento. HRB is working with CHP to coordinate additional ASRT in the vicinity of CDFW regions. This training is being offered to all CDFW employees and participation is encouraged. Employees should advise their supervisor and coordinate their attendance if they plan to participate in the training. Employees who are unable to participate in person may connect via Lync Conference (audio, video, Power Point Presentation), or listen to the presentation via telephone conference.

**Date:** August 16, 2016

**Time:** 10:00 a.m. – 12:00 p.m.

**Place:** Resources Building – Auditorium, 1416 Ninth Street, Sacramento, CA 95814

**Lync Conference:** <https://meet.wildlife.ca.gov/cdfw.broadcast1/QSM62MZK>

**Conference Line:** Toll-Free Number (in USA): (877) 402-9753; when prompted, enter the participant code: 4453863#

**Date:** October 20, 2016

**Time:** 10:00 a.m. – 12:00 p.m.

**Place:** Resources Building – Auditorium, 1416 Ninth Street, Sacramento, CA 95814

**Lync Conference:** <https://meet.wildlife.ca.gov/cdfw.broadcast1/FLMSRRZ6>

**Conference Line:** Toll-Free Number (in USA): (877) 402-9753; when prompted, enter the participant code: 4453863#

Training registration is required for participants attending in-person; webinar participants (Lync/Telephone Conference) need not pre-register. To enroll in this training you must first access your [CDFW LEARN portal](#).

Employees will receive an MS Outlook invitation that includes additional technical information and instructions to connect to the Lync Conference. Lync does require employees to have a microphone connected to their computers. Employees without a microphone may participate via the Conference Line provided below. Lync Conference participants are encouraged to reference the guides for using your [Lync account](#) and test their connection beginning at 9:15 a.m. There will be a test video with music displayed in the meeting room. Email the Help Desk for assistance.

A reasonable accommodation (e.g. sign language interpreter, etc.) will be provided upon advance notification. Employees may request a reasonable accommodation by contacting the Risk Management Office at (916) 653-3612.

Should you have any questions regarding the training, please contact the Risk Management Office at (916) 653-3612, or via email to [carmen.henby@wildlife.ca.gov](mailto:carmen.henby@wildlife.ca.gov)