

Memorandum



Date: August 21, 2012

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: Training for Stephen P. Clark Center Employees

We will be conducting training for all employees in the Stephen P. Clark Center on how to respond to a "Code Brown" emergency notification alert (an active shooter). The training is being provided by our Internal Services Department (ISD) and takes less than an hour, during which attendees will learn how the warning of an active shooter incident will be disseminated to employees, what to expect during an active shooter incident, and how to react.

To date, our Stephen P. Clark Center Emergency Floor Wardens have been trained. We are now in the process of expanding training and this exceedingly vital training cannot be accomplished without your direct involvement. I have no doubt that proper training could save lives; consequently, I am requiring that all employees located in the SPCC attend the provided training.

Therefore, please contact Ms. Sandra Perez in the Building Manager's office at 305-375-2616 to schedule the Active Shooter training for your department or work groups. I would like this training to be completed within 30 days.

Should you have any questions or require further information, please contact ISD's Chief of Security Dan Payne at 305-375-1011.

c: Office of the Mayor Senior Staff