



Cleveland Airport System  
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[www.clevelandairport.com](http://www.clevelandairport.com)

TO ALL VOLUNTEER VICTIMS:

Thank you for volunteering to participate in the Cleveland Hopkins Airport Active Shooter Exercise.

PLEASE READ THE FOLLOWING CAREFULLY:

DATE OF THE DRILL: Tuesday, October 28, 2014

TIME TO REPORT: You may come in as early as 5:30 a.m., but be here by 6:30 a.m.

INSTRUCTIONS:

1. Wear **OLD** clothing, as the make-up that is used may stain and/or the clothing may be cut to simulate injuries. Do **not** bring any jewelry or valuables with you. Make sure you have your Driver License or State Id with you. Children may use a school ID.
2. Park for volunteers will be across from Federal Express in front of the fence and at the Post Office on Postal Road. The fire station is at the end of the street. There will be someone there to direct you to the ARFF Station for volunteer check-in and Moulage.
3. Sign in carefully, giving your full and correct name, address, city, and zip code.
4. When you sign you will receive:
  - A grocery bag that is numbered in which to place any small personal items during the drill. The bags will be returned to you when you sign out.
  - Numbered tickets, which will be your number for your turn for make-up and drill participation.
5. Go to the Victim Waiting Area. Enjoy refreshments, books, and playing cards; watch TV, etc. until your number is called for you to be made up with injuries.
6. **BE PATIENT AND CHEERFUL!** It takes a long time to make up 300 victims and to ensure that they are ready to start the drill.
7. Please stay in your area and follow directions. Each activity has a reason, and if anyone varies from the plan, unnecessary delays occur. If you wander, you may not hear your number when it's called, and you might have to wait longer than necessary.

Above all, enjoy your day with us! You are a critical component of the drill. Without victims, it couldn't be done!

Thank you,

Roosevelt Davis Jr.  
Chief  
Cleveland Aircraft Rescue Fire Fighting