Scenario

Armed Intruder

During the week at your agri-tourism farm in Iowa, a lady came into the office to set up a family reunion event. The office door swung open violently and in came the lady's recently separated and highly intoxicated husband, who began screaming at his wife. Before the office staff could say anything the man pulled a gun out from his pocket and shot his wife. The workers ducked under the desk as the man walked out to parking lot, where he took his own life. The owner called 911 as employees exited the building. When the local officials arrived at the scene they started taping off the parking lot and the office to keep people out of the crime scene. This was when the owner remembered that several elementary schools were supposed to have a tour of your farm that afternoon. He tried to get back into the office to grab the contact information for the school, but the police would not allow him access due to the shooting.

* What employee training would have been helpful in this situation?
* What are other ways to keep records readily available?