ACTIVE SHOOTERS
Preparedness Checklist

Regroup

This checklist is a good starting point for creating an emergency plan that will help your organization avoid or be prepared for a shooting at your institution. This guide does not address every aspect of planning for or responding to an active shooter event.

Create an Active Shooter Emergency Action Plan

Include the following key components:

- ☐ Preferred methods for reporting active shooters and other emergencies (e.g., dial 911, launch emergency notifications, pull alarms)
- ☐ An emergency notification system to alert people to the incident, including:
  - Personnel and visitors, including those located at remote locations within the premises
  - Local law enforcement
  - Local area hospitals
- ☐ Evacuation policies and procedures
- ☐ Emergency escape procedures and routes
- ☐ Lockdown procedures for individual locations
- ☐ Accountability procedures and protocols
- ☐ Contact information for and the responsibilities of all persons to be notified
- ☐ Detailed information about local area response agencies and hospitals (e.g., name, telephone number, distance from your location)

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Conduct Mock Training Exercises

- ☐ Involve local law enforcement and other appropriate first responders in the exercise
- ☐ Utilize the emergency notification system as if there was an actual active shooter (e.g., emergency alerts are sent to mobiles, PA systems, digital signage, etc.)
- ☐ Have stakeholders practice reacting to the sound of gunshots by:
  - • Evacuating the area
  - • Hiding
  - • Taking action against the shooter
- ☐ Have the designated staff member call 911
- ☐ Place removable floor plans near entrances/exits for emergency responders
- ☐ Have stakeholders practice the appropriate way to respond when law enforcement arrives (e.g., raise hands, remain calm, don't scream/yell)

Establish Prevention Mechanisms

- ☐ Institute access controls (e.g., keys, passcodes)
- ☐ Have all staff members wear/display approved ID badges
- ☐ Ensure the physical security of the building(s)
- ☐ Conduct effective employee screening and background checks
- ☐ Train staff to recognize indicators of potential violence
- ☐ Create a system for reporting signs of potentially violent behavior
- ☐ Encourage employees to report people who appear lost or unfamiliar with their surroundings to security or other designated personnel.
- ☐ Make counseling services available to employees
- ☐ Implement a system for monitoring social media