



Active Shooter Preparedness Checklist

Pre-Incident Planning

- Develop a detailed Active Shooter Response Plan.
- Coordinate and establish liaison with local law enforcement and first responders.
- Train all employees to recognize, report suspicious activity, and understand warning signs.
- Identify and communicate emergency escape procedures and shelter (hide) locations.
- Test and update security cameras and access controls regularly.
- Schedule and hold regular drills to practice lockdown, evacuation, and response steps.
- Design drills and scenarios that reflect real workplace threats and test procedures.
- Ensure your plan accommodates people with disabilities and new staff.

During an Incident: RUN, HIDE, FIGHT

- **RUN:** Evacuate if possible. Leave belongings, and encourage others to go; do not wait. Have an exit plan before you need it.
- **HIDE:** If escape is not possible, hide out of the shooter's view. Lock and barricade doors, silence phones, and stay quiet.
- **FIGHT:** As a last resort, and only if your life is in danger, attempt to incapacitate the attacker. Use improvised weapons and act aggressively—commit fully to your actions.

Communication

- Call 911 as soon as it is safe. Give clear information: shooter's location, number, description, weapons, and injuries.
- Use PA systems, text alerts, and designated communication channels to inform others quickly.
- Have a template ready to relay urgent information to law enforcement and staff.



When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep hands visible, avoid sudden movements, and do not scream or yell.
- Provide pertinent details to officers if asked: shooter's location, appearance, and weapon type.

Post-Incident Recovery

- Account for all personnel and check on their welfare.
- Offer counseling and mental health support for staff and affected individuals.
- Review and update preparedness plans and procedures based on lessons learned