

# Active Shooter Emergency Action Plan

1.0 FACILITY LOCATION AND CONTACT INFORMATION				
Business Name:				
Street Address:				
City, State, Zip:		County:	Choose an item.	
Main Phone:		Alt. Phone:		Fax:
Website:				

1.1 FACILITY OVERVIEW			
Brief Description:			
Building Type:	Choose an item.	Building Use:	Choose an item.
Number of Employees:		Total Number of Building Occupants:	
Primary Building Construction:	Choose an item.		
Number of Floors:			
Number of Elevators:			
Location of Stairways:			
Number of Entrances/Exits:			
Blueprints/Floor Plans/Aerial Photos Available:	Choose an item.		
<b>Emergency Action Plan Last Updated:</b>	Click or tap to enter a date.		

<b>1.2 FACILITY DETAILS</b>	
Building Security:	Choose an item.
Number of Armed Security Guards:	
Number of Unarmed Security Guards:	
Location of Safe Room(s):	
Physical Security Barriers:	Choose an item.
Hazardous Materials:	Choose an item.
Names of Access Streets and Cross Roads:	
Location of Secure (Knox) Box and Content Description:	
Describe the CCTV System:	

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<b>2.0 EMERGENCY CONTACT INFORMATION</b>			
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<i>Position/Title</i>	<i>Name</i>	<i>Work/Cell Phone</i>	<i>E-Mail</i>
Position/Title			

### 3.0 EMERGENCY ACTIONS

<b>Response Action</b>	<b><i>Please describe the current processes or procedures to respond to the event.</i></b>
<b>3.1 Mass Notification – Primary</b> <i>Describe the initial notification process to quickly alert staff, visitors and law enforcement.</i>	
<b>3.2 Mass Notification – Secondary</b> <i>Describe the notification process to local law enforcement agencies.</i>	
<b>3.3 Run – Evacuate</b>	<ul style="list-style-type: none"> <li>• Run away from the gunfire</li> <li>• Identify escape routes and assembly areas</li> <li>• Evacuate regardless of whether others agree to follow</li> <li>• Leave your belongings behind</li> <li>• Advise and help others to escape, if possible</li> <li>• Prevent others from entering an area where the shooter may be</li> </ul> <p><b><i>Evacuation Diagrams:</i></b>            Ensure at least two evacuation route diagrams are posted in conspicuous locations throughout the facility.</p> <p><b><i>Assembly Locations (add map of locations to EAP annex):</i></b>            Establish at least two assembly areas for evacuees; areas must be out of sight of the building and provide some physical protection.</p>
<b>3.4 – Hide or Lockdown -in-place</b>	<ul style="list-style-type: none"> <li>• Immediately secure doors by locking or barricading with furniture or heavy objects</li> <li>• Turn off lights and any sources of noise, including cell phones (e.g., TV, radio, machines, etc.)</li> <li>• Stay out of sight and away from doors and windows</li> <li>• Remain still and quiet</li> <li>• Look for objects that can be used as weapons, if needed</li> <li>• Wait for responding law enforcement to advise when it is safe to come out</li> </ul> <p><b><i>Safe Rooms:</i></b>  <i>List locations of safe rooms (if available)</i></p>
<b>3.5 Fight</b> <b><i>As a last resort, fight for your life.</i></b>	<ul style="list-style-type: none"> <li>• Take aggressive action</li> <li>• Disrupt or incapacitate the shooter</li> <li>• Yell and scream</li> <li>• Throw objects and use improvised weapons (chair, pencil, stapler, mug, plague, heavy book) to protect yourself</li> </ul>

<b>4.0 STAGING AREAS</b>	
<i>Occupant</i>	<i>Location</i>
4.1 First Responders (Police, Fire, EMS)	
4.2 Facility Command Post	
4.3 Support Services	

<b>5.0 COMMUNICATIONS/MEDIA MESSAGING</b>		
<i>Establish an area for the media</i>		
5.1 Public Information Officer (PIO)	<i>Name</i>	
	<i>24-hour Phone</i>	
	<i>E-mail</i>	
5.2 Public Affairs Information <i>List public affairs funding, key leaders, PIO backup, etc.</i>		
5.3 Communication/ Media Plan	1) Establish relationships, in advance, with law enforcement, media sources, and government officials 2) Prepare a checklist of necessary and appropriate information 3) Avoid responding “no comment” to media inquiries 4) Disseminate brief, accurate information to the press and through social media as soon as possible	

<b>6.0 TRAFFIC MANAGEMENT</b>	
<i>Coordinate with police officials to develop traffic diversion plans.</i>	
<i>List road closures</i>	
<i>List alternate routes</i>	

<b>7.0 FACILITY MANAGER RESPONSIBILITIES</b>	
<b>Emergency Response Procedures</b>	Activate the emergency notification system
	Activate the secondary notification when safe to do so
	Institute access control (e.g., keys, security pass codes)
	<b>Distribute critical items to appropriate managers and employees:</b> <ul style="list-style-type: none"> <li>• Floor plans - store in an area accessible by all management staff</li> <li>• Employee roster and emergency contact numbers</li> <li>• Trauma kits, including quick clot supplies</li> <li>• Flashlights</li> <li>• Radios</li> <li>• Batteries (for flashlights and radios)</li> </ul>
	Ensure emergency response policies and procedures are up-to-date
	Ensure two evacuation routes are planned
	The Medical Examiner will establish a Family Assistance Center (FAC) for mass casualties
	Ensure there are provisions for individuals with special needs or disabilities

<b>8.0 RECOVERY</b>		
<b>8.1 Staff accountability</b> <i>Describe the procedure</i>		
<b>8.2 Establish Family Assistance and Support</b>	<ul style="list-style-type: none"> <li>• Family response management team</li> <li>• Victim identification</li> <li>• Reunification of victims with families</li> <li>• Assess individual behavioral health</li> </ul>	
<b>8.3 Identify a point of contact for assistance services</b>	<i>Name</i>	
	<i>24-hour Phone</i>	
	<i>E-mail</i>	

## **9.0 RECOMMENDED TRAINING**

- 9.1 Recognizing the sound of gunfire: <http://www.activeresponsetraining.net/recognizing-the-sound-of-gunfire> (online training)
- 9.2 Understanding the communication system – Review the facility policy and procedures
- 9.3 FEMA IS 907- “Active Shooter – “What You Can Do”
- 9.4 Developing a survival mindset – “Preparing Civilians to Survive an Active Shooter Event”: [jghcs.info/index.php/1/article/download/432/379](http://jghcs.info/index.php/1/article/download/432/379)
- 9.5 Recognizing and reporting workplace violence: Internal policies and procedures
- 9.6 Quick Clot online training- [www.mastery.com/TrainingOnline/Courses](http://www.mastery.com/TrainingOnline/Courses)
- 9.7 Incident Command Training (ICS) - FEMA ICS 100 and ICS 200 training can be found at: <https://emilms.fema.gov/is100b/index.htm> and <https://emilms.fema.gov/is200b/index.htm> (online training)

## **10.0 EXERCISES**

- 1) Discussion-based Exercise
- 2) Operations-based Exercise

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## **APPENDIX I. RESOURCES**

Best Practices Guide November 2015: <https://www.dhs.gov/sites/default/files/publications/isc-planning-response-active-shooter-guide-non-fouo-nov-2015-508.pdf>

DHS Active Shooter Preparedness website: <http://www.dhs.gov/active-shooter-preparedness>

DHS Active Shooter Video: <http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

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Planning and Response to an Active Shooter: An Interagency Security Committee Policy and DHS Office for Bombing Prevention counter-IED training courses and information: <http://www.dhs.gov/bombing-prevention-training-courses>

DOJ/FBI/NTSB – Mass Fatality Incident Family Assistance Operations: Recommended Strategies for Local and State Agencies: <http://www.ntsbt.gov/tda/doclib/Mass%20Fatality%20Incident%20Family%20Assistance%20Operations.pdf>

DOJ Report on the National Summit on Multiple Casualty Shootings: [https://www.fletc.gov/sites/default/files/imported\\_files/publications/summits-on-preventing-multiple-causality-violence/e021311546\\_MultiCasualty-Violence\\_v508\\_05APR13.pdf](https://www.fletc.gov/sites/default/files/imported_files/publications/summits-on-preventing-multiple-causality-violence/e021311546_MultiCasualty-Violence_v508_05APR13.pdf)

Family Assistance Center: [https://www.google.com/webhp?sourceid=chrome-instant&rlz=1C1GNAM\\_enUS681US681&ion=1&espv=2&ie=UTF-8#q=FAmily+Assistance](https://www.google.com/webhp?sourceid=chrome-instant&rlz=1C1GNAM_enUS681US681&ion=1&espv=2&ie=UTF-8#q=FAmily+Assistance)

FBI Active Shooter Statistics 2000-2013: <http://www.fbi.gov/news/stories/2014/september/fbi-releases-study-on-active-shooter-incidents/fbi-releases-study-on-active-shooter-incidents>

FEMA Guide for Developing High Quality Emergency Operations Plans for Houses of Worship: <http://www.fema.gov/media-library/assets/documents/33007?id=7649>

FEMA Guide for Developing High Quality School Emergency Operations Plan: <http://www.fema.gov/media-library/assets/documents/33599?id=7849>

FEMA Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education: <http://www.fema.gov/media-library/assets/documents/33597?id=7848>

ISC Occupant Emergency Programs Guide, 1st Edition (March 2013): <http://www.dhs.gov/publication/isc-occupant-emergency-programs-guide>

Planning and Response to an Active Shooter: An Interagency Security Committee Policy and Best Practices Guide, November 2015: <https://www.dhs.gov/sites/default/files/publications/isc-planning-response-active-shooter-guide-non-fouo-nov-2015-508.pdf>

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## **APPENDIX II. GLOSSARY**

**Ballistic Protection** - Techniques for the protection of personnel (and material) against projectiles of all kinds, i.e. bullets, such as walls, protective blankets for vehicles or protective gear (jackets, helmets, trousers etc.)

**Barriers** - A fence or other obstacle that prevents movement or access.

**Closed Circuit Television (CCTV)** - is a TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes. CCTV relies on strategic placement of cameras and private observation of the camera's input on monitors. The system is appropriately called "closed-circuit" because the cameras, monitors and/or video recorders communicate across a proprietary coaxial cable run or wireless communication link. Access to data transmissions are limited by design.

**Egress** - the action of going out of or leaving a place

**Family Assistance Center (FAC)** – This should:

- 1) Offer a safe place for victim's family members to gather and grieve
- 2) Provide accurate information
- 3) Provide food for family members and staff
- 4) Provide a call center/hotline

**Ingress** - the action or fact of going in or entering.

**Joint Information Center (JIC)** - A location where public information personnel perform critical emergency information functions, crisis communications, and public affairs functions. This will be established by the lead agency.

**Knox Box** - is a small, wall-mounted safe that holds building keys for fire departments, emergency medical services, and sometimes police to retrieve in emergency situations.

**Public Information Officer (PIO)** – These are the communications coordinators or spokespersons of organizations, usually in government (i.e. city, county, school district, state government and police/fire departments).

**Rally Point or Assembly Area** – This is a predetermined area for personnel to go to in the event of a building evacuation.

**Safe Room** - A safe room or panic room is a fortified room that is installed in a private residence or business to provide a safe shelter, or hiding place, for the inhabitants in the event of a break in, intrusion, tornado, terror attack, or other threat.

**Security Barriers** - Physical barriers such as fences, walls, and vehicle barriers act as the outermost layer of security. They serve to prevent, or at least delay, attacks, and can also act as a

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psychological deterrent by defining the perimeter of the facility and making intrusions seem more difficult.

**Staging Areas** – These are locations, usually predetermined, designated for resources, which can be called to the scene as needed. This prevents confusion and traffic congestion at incident scenes.