

Active Shooter/Armed Intruder Readiness Plan

Checklist of Action Items

Culture of Safety	Status (In Process, Completed, Not Started) Other Comments	Date
Security vulnerability assessment (SVA)		
Access monitoring		
Employee background screening		
Open communication		
Safety committee		
Routine safety walk-around		
Policies and Procedures		
Workplace violence prevention		
<ul style="list-style-type: none"> ■ Recognize potential workplace violence indicators ■ Know who to report concerns to in the community 		
Active shooter/Armed intruder		
<ul style="list-style-type: none"> ■ Activation of emergency response: A preferred method for reporting active shooter incidents ■ Integration with the community Emergency Operations Plan and Incident Command System ■ Information concerning local area emergency response agencies ■ Emergency escape procedures and route assignments (i.e., floor plans, safe areas) 		

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<p>Incident command</p> <ul style="list-style-type: none"> ■ Establish chain of command ■ Identify alternate site for incident command center 		
<p>Access control</p> <ul style="list-style-type: none"> ■ Monitoring ■ Key control ■ Key code changes 		
<p>Community lockdown</p> <ul style="list-style-type: none"> ■ Ingress, egress, internal 		
<p>Evacuation</p> <ul style="list-style-type: none"> ■ Planned ■ Emergency ■ Temporary/alternate housing for residents 		
<p>Crisis Communication</p> <ul style="list-style-type: none"> ■ Residents, families, public relations ■ Media management 		
<p>After incident recovery— Active shooter</p> <ul style="list-style-type: none"> ■ Property cleanup and restoration ■ Uniformed security service ■ Crisis counseling ■ Legal defense resources ■ Insurance/Claim management 		

Culture of Safety	Status (In Process, Completed, Not Started) Other Comments	Date
Training		
<p>Plan for active shooter/Armed intruder</p> <ul style="list-style-type: none"> ■ Table top exercise ■ Law enforcement involvement 		
<p>Training tools</p> <ul style="list-style-type: none"> ■ Video enactment ■ PowerPoint ■ Summary of key policies ■ Pre- and post- tests ■ Outline for conducting drills/Functional exercises 		
<p>Methods for training</p> <ul style="list-style-type: none"> ■ Train the trainer ■ Instructor led using prepared tools ■ Self-learning using video, policies and procedures and/or PowerPoint presentations ■ Drills: Functional and comprehensive 		
<p>Competency validation</p> <ul style="list-style-type: none"> ■ Pre- and post- tests ■ Drills: Demonstration of functional aspects of the plan ■ Frequency: Upon hire and annually 		

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