

Emergency Action Plan: Active Shooter

Organization:

Address:

City, State, Zipcode:

Phone number:

Website:

Applicability and Scope

The objective of this emergency action plan template is to help organizations prepare their personnel for active shooter scenarios. This template documents basic information recommended for an effective emergency action plan. Organizations are encouraged to consider their unique circumstances and/or structure to ensure a more comprehensive plan. It applies to permanent employees, temporary employees, contractors, and visitors associated with this organization.

This plan should be updated when information listed below requires modification. The crisis manager will review this plan for accuracy on a reoccurring basis. Time frame:

Key Individuals / Teams

The organization's primary/alternate crisis manager responsible for this plan.

	Position/Office	Name	Phone Number	E-mail
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The following people will participate in developing the active shooter emergency action plan. Together, they will form the *Active Shooter Planning Team*.

Position/Office	Name	Phone Number	E-mail

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The following personnel are responsible for conducting threat evaluations and intervening to reduce workplace violence. Together, they form the *Threat Management Team*.

Position/Office	Name	Phone Number	E-mail

The following are external partners that will participate in active shooter planning.

Organization	Name	Phone Number	E-mail

It is critical that only authorized personnel are granted access to the organization's facilities. This requires human resources, physical security and information security teams to collaborate. The following personnel are responsible for ensuring access rosters are regularly updated.

Position/Office	Name	Phone Number	E-mail

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Lockdown Procedures

The following are responsible for initiating lockdown procedures (primary & alternate).

	Position/Office	Name	Phone Number	E-mail
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Lockdown procedures are initiated in the following manner:

Notification

The following are responsible for ensuring the organization has an effective process to announce the presence of an active shooter (primary & alternate).

	Position/Office	Name	Phone Number	E-mail
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The following methods are used to announce the presence of an active shooter.

Message displayed in all notifications:

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Contacting 9-1-1 immediately is critical to ensuring first responders arrive quickly. The notification team should be trained to accurately describe the incident to 9-1-1 call centers. The following information will be provided to 9-1-1.

Employees will be notified in the following manner:

Visitors will be notified in the following manner:

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Employees and visitors that are seeing impaired will be notified in the following manner:

Employees and visitors that are hearing impaired will be notified in the following manner:

Employees that are non-English speakers will be notified in the following manner:

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Evacuation / Assembly / Accountability

The ability to quickly and safely evacuate is critical to surviving an active shooter scenario. Personnel must be familiar with the evacuation plan and practice using the nearest exit without exposing themselves to danger. They should also be familiar with the location of staging areas.

The following are responsible for ensuring the organization has an evacuation plan (primary & alternate).

	Position/Office	Name	Phone Number	E-mail
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The following areas will be checked regularly and updated if required.

- Building/site maps with designated evacuation routes are located at key locations.
- Exits are clearly marked.
- Evacuation plans include the ability to assist people with functional needs.
- Designated rally points are located a safe distance away.
- Primary and alternate rally points are identified.
- Employee rosters and contact information are updated regularly.

Conducting timely and accurate accountability is critical during and following an event. This information will prove vital when coordinating with first responders and communicating with concerned family. The following are responsible for conducting accountability (primary / alternate).

	Position/Office	Name	Phone Number	E-mail
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Listed below are the procedures for conducting accountability. It includes a process to account for employees conducting business away from the facility and those on leave. It also accounts for personnel visiting the organization.

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First Responder Coordination

Communicating information to first responders in a timely manner is vital to quickly eliminating the active shooter threat. The following are responsible for providing information to first responders (primary / alternate).

	Position/Office	Name	Phone Number	E-mail
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Pre-coordination with local law enforcement ensures the organization understands and is prepared to provide requested information. The local law enforcement contact information is provided below.

	Position/Office	Name	Phone Number	E-mail
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Local law enforcement requires the following information when responding to an active shooter event.

A first responder “Go-Bag” is a ready resource that assists law enforcement with navigating a facility.

The “Go-Bag” is located at:

The “Go-Bag” contains the following items. It will be inventoried regularly and updated as required.

Communications Management

Providing consistent and accurate information to authorities, employees, family and the media can reduce the impact of an active shooter scenario on an organization and its people. The following are responsible for communicating the organization's message internally and externally.

	Position/Office	Name	Phone Number	E-mail
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The following are key considerations the communication team must address.

Recovery

Recovery from an active shooter scenario will likely be a whole community effort. It may include hospitals, grief counselors, lawyers, employee assistance, and other assistance as required. The following will be activated as needed.

Organization	Name	Phone Number	E-mail

Business Continuity

Does your organization have a business continuity plan that allows for continuity of operations? This plan includes actions taken if a neighboring organization experiences an active shooter event. It also considers major suppliers and critical components in the supply chain.

The organization has a business continuity plan. Yes No

