

Sample Checklist for Active Shooter

DIRECTIONS: Use the following checklist to assess the school building’s/school district’s response. Place the date below and insert the name of the individual who is confirming that the action item has been completed in the appropriate block.

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

DATE: _____ This section will need considerable customization depending on local pre-incident collaboration and planning processed that have been established.

Action Item	Completed
ACTIVATE NOTIFICATION PROCESS:	
Any adult staff should be capable of initiating the active shooter notification process.	
Office personnel call 911 and request immediate police assistance. This person should stay on the line with 911 and not be assigned other duties unless the situation becomes unsafe.	
Activate “safe room” communications with 911 if building is so designed.	
First available staff member announces over PA system that an ACTIVE SHOOTER EVENT is in progress. Use plain language – do not use code words: <ul style="list-style-type: none"> • Announce as many details as possible to allow critical decision-making to take place: Fortify-Flee-Fight/Run-Hide-Fight or other process adopted by school. • All staff implement protective actions: 	
Repeat lockdown announcement several times because of noise in classrooms or generated by class change.	
Initiate camera monitoring for 911/police dispatchers.	
Initiate accountability processes.	
Teachers should do the following: <ul style="list-style-type: none"> • Secure and lock classroom doors, fortify/barricade if possible. • Move students to pre-identified “safer” locations. • Initiate calming of students. • Examine potential for flight. Consider student capabilities and limitations, egress points, rendezvous locations, report back and accountability. • Flight should be empty handed with hands in “universal surrender” position. 	

<ul style="list-style-type: none"> • Stress that students are not to use cell phones to avoid overloading towers and giving away hiding spot. 	
All staff should be prepared to be locked down for an extended period.	
POST INCIDENT:	
Initiate room-by-room checks with police and administration together, if possible. Establish accountability checks for students, staff and visitors.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Establish parental notifications.	
Communication Plan is activated. (Use joint information system with police and other responders.)	
Prepare to activate crisis-counseling processes.	
Cautions/Notes:	