

Sample Checklist for Shootings

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

DATE: _____

Action Item	Completed
Responses in the event of a school shooting include:	
Contact 911 for police response and emergency medical personnel.	
Notify security or school resource officer, if one is assigned to the school.	
Stay on phone with 911 and relay additional information on the location of the perpetrators (s) and number of victims as it becomes available.	
Institute a lockdown.	
Determine if the perpetrator is still on the premises.	
Establish Incident Command Post.	
Keep the base radio station set to Channel 1 until otherwise directed by the police.	
Law enforcement arrive on the scene.	
The school Incident Commander turns over command to the ranking police officer as the overall Incident Commander.	
Brief Police Incident Commander of the situation facts upon arrival at the school including available descriptions and/or types of weapons involved.	
Make decision on whether to maintain lockdown or consider evacuation procedures in consultation with law enforcement. <ul style="list-style-type: none"> • If shooter is outside, maintain lockdown, stay away from windows and await instructions. • If shooter is inside, police will employ a technique called Rapid Deployment. 	
The school Incident Commander should report to the Joint Incident Command Post.	
Building master keys and detailed building plans are made available to Incident Command Post.	
Details on camera and monitoring locations, hearing and broadcast devices, motion sensors, location of radios, and availability of telephones are made available to Incident Command Post.	
Persons who are knowledgeable of the building design are available to describe the premises using detailed building plans.	
If conditions are safe, implement necessary first aid procedures through trained staff.	

Direct emergency medical services personnel to injured and give any required assistance.	
Designate staff member to accompany victim (s) in ambulance.	
Entrances to the school campus have been sealed by the police agency in charge of the incident.	
Upon arrest of the shooter (s) and the removal of the victim (s), the control of the school is returned to the Administration.	
Provide area for law enforcement to meet with victim (s) and pertinent staff to document and record information.	
Provide counseling for staff, students, victims, and their families.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Reopen school as soon as possible.	
Call periodic staff meetings to continue evaluating the aftermath of the incident.	
Evacuation Procedures:	
Determine evacuation procedure in conjunction with law enforcement.	
If evacuation is to an off-site facility, notify Transportation Director.	
Reunification:	
Reunification Plan is activated.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Once police arrive, they are in control of the entire incident until it is resolved.	
Incident Command will work closely with the police once they arrive on the scene.	
<p>Law Enforcement Response Team:</p> <ul style="list-style-type: none"> • They will immediately form an armed contact team and enter the building in search of the shooter (s). • Their sole duty is to find and stop the shooter (s). They will not stop to treat victims. • If you encounter their team, they will shout “get on the floor” or “get down”. • Do not argue or attempt to talk with the police team as you could be forced to the floor and restrained. Remember they do not know who you are and to them you are a potential shooter. 	