



# CHECKLIST: BEING PREPARED FOR AN ACTIVE SHOOTER OR OTHER EMERGENCY

*This checklist is a good starting point for an Emergency Action Plan (EAP) to prepare for an active shooter or other emergency by responding effectively and helping minimize loss of life. For more detailed information, visit [www.dhs.gov/active-shooter-preparedness](http://www.dhs.gov/active-shooter-preparedness).*

## **In any emergency, CALL 911.**

- Have an evacuation policy with at least two evacuation routes, posted in your facility.
- Prepare contact information for individuals to be contacted.
- Know how to contact and drive to local area hospitals.
- Supply your facility with first aid kits.
- Be mindful of possible behavioral warning signs from members or visitors.
- Consider a mock training exercise with law enforcement:
  - Recognize the sound of gunshots and react quickly.
  - *RUN*. If you can't get away, *HIDE*. If the shooter confronts you, *FIGHT* as your last resort.
  - Call 911 as soon as possible.
  - Know what to expect and how to react when law enforcement arrives.
  - Adopt a "survival mind-set" during times of crisis.
- If an emergency happens, lead by example:
  - Know your EAP.
  - Take immediate action.
  - Remain calm.
  - Lock and barricade doors, pull alarms if available.
  - Evacuate people to a pre-planned emergency route to safe area.
  - Have an emergency notification system, perhaps via text message, to alert anyone who may be elsewhere on the premises.

***Advanced preparation can help avoid panic in emergency situations. Be prepared, be ready and take action to protect yourself and those around you.***