

Regroup Mass Notification Active Shooter Preparedness Checklist

A Regroup Mass Notification Guide Book



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In virtually any organization, an active shooter situation can escalate to tragedy within moments. Preparedness is essential for protecting people and reducing injury. Regroup's Preparedness Checklist can help your organization plan for the best possible outcome.

1 CREATE AN ACTIVE SHOOTER EMERGENCY ACTION PLAN

Include the following key components:

- Preferred methods for reporting active shooters and other emergencies (e.g., dial 911, launch emergency notifications, pull alarms)
- An emergency notification system to alert people to the incident, including:
 - Personnel and visitors, including those located at remote locations within the premises
 - Local law enforcement
 - Area hospitals
- Evacuation policies and procedures
- Emergency escape procedures and routes
- Lockdown procedures for individual locations
- Accountability procedures and protocols
- Contact information for and the responsibilities of all persons to be notified
- Detailed information about area response agencies and hospitals (e.g., name, telephone number, distance from your location)

2 CONDUCT MOCK TRAINING EXERCISES

- Involve local law enforcement and other appropriate first responders in the exercise
- Utilize the emergency notification system as if there was an actual active shooter (i.e., emergency alerts are sent to mobiles, PA systems, digital signage, etc.)
- Have stakeholders practice reacting to the sound of gunshots by:
 - Evacuating the area
 - Hiding
 - Taking action against the shooter
- Have the designated staff member call 911
- Place removable floor plans near entrances / exits for emergency responders
- Have stakeholders practice the appropriate way to respond when law enforcement arrives (e.g., raise hands, remain calm, don't scream/yell)

3 ESTABLISH PREVENTION MECHANISMS

- Institute access controls (e.g., keys, passcodes)
- Have all staff members wear/display approved ID badges
- Ensure the physical security of the building(s)
- Conduct effective employee screening and background checks
- Train staff to recognize indicators of potential violence
- Create a system for reporting signs of potentially violent behavior
- Encourage employees to report people who appear lost or unfamiliar with their surroundings to security or other designated personnel
- Make counseling services available to employees
- Implement a system for monitoring social media

We Can Help

Regroup can assist your organization in developing a comprehensive emergency communications plan to help mitigate risks and keep people safe.

Contact us for more information at **855-734-7687**
or at **inquiries@regroup.com** and be sure to visit us online
at **www.regroup.com**

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