# Active Shooter Event Supervisor Checklist

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| *Supervisors should discuss items on this checklist with employees as they are applicable to your work location.* |

**Prior to event**

**Learn what to do**

* Encourage employees to view TRAIN course # 1061195.
* Encourage employees to participate in annual Active Shooter Drill.

**Be aware of your environment**

* Evacuations route is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Nearest exits near floor and office are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Designated assembly location after exiting the building is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Note employees with disabilities that might need assistance during an event, including those who are physically, hearing, and visually impaired.
* Identify locations to hide, if necessary.

**Alerting**

* The notification system for the building is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* If using HAN, employees should be sure that personal contact information is up-to-date (*e.g. cell phone or email address*). HAN may not be applicable in an active shooting event (because phone would make noise), note other ways of notification.

**Emergency supplies**

* First aid kit location is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Emergency radio location is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Fire extinguisher location is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**During the event**

**Run**

* Get out of the building if you can.
* Call 911 when safe to do so.
  + Note any differences when using a work phone, dial 911 by calling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*e.g. 9-9-1-1*).
  + If unable to reach 911, the building security phone number is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Hide**

* If in an office and cannot get out safely, hide and secure the door.
* Silence cell phone (vibration and ringer)

**Fight**

* As a last resort, employees may attempt to take the active shooter down. (*When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.)*

**After the event**

**Reunification**

* Stay in the assembly area until directed otherwise.