

ACTIVE SHOOTER PREPAREDNESS, RESPONSE & RECOVERY CHECKLIST

RETAIL FACILITIES

Active shooter incidents can happen at any time and place. Keeping employees and customers safe and your business resilient starts with planning. Use this checklist with the TPOP *Active Shooter Preparedness, Response, and Recovery Guidelines* to prepare your retail location for a major workplace violence incident.

LOCATION _____

COMPLETED BY _____

DATE _____

How to use: Mark each item Yes or No. Every No is a gap to assign an owner and a target date for closing.

01

PRE-INCIDENT PLANNING

Build the plan, the relationships, and the training before anything happens.

YES NO

- | | | | |
|----|--|--------------------------|--------------------------|
| 01 | Have you developed an Active Shooter Response Plan? | ☐ | ☐ |
| 02 | Have you established liaison and coordination with local first responders? | ☐ | ☐ |
| 03 | Have you met with law enforcement during the past 12 months to discuss your organization's Active Shooter Response Plan? | ☐ | ☐ |
| 04 | Have you implemented active shooter preparedness and response training? | ☐ | ☐ |
| 05 | Have employees been trained to recognize and report suspicious activity and warning signs? | ☐ | ☐ |
| 06 | Have you established emergency escape procedures and route assignments? | ☐ | ☐ |
| 07 | Have you identified "hide" or shelter locations? | ☐ | ☐ |
| 08 | Are security cameras and video surveillance equipment in working order? | ☐ | ☐ |
| 09 | Have you established an annual exercise or drill program to test procedures and identify gaps? | ☐ | ☐ |

02

INCIDENT ACTIONS

Make sure every employee knows what to do in the first minutes.

YES NO

- | | | | |
|----|---|--------------------------|--------------------------|
| 10 | Do emergency plans account for people with disabilities? | ☐ | ☐ |
| 11 | Do employees have access to secure interior spaces with lockable doors or means of barricading? | ☐ | ☐ |
| 12 | Are employees trained on the protocols for alerting law enforcement and the information to convey? | ☐ | ☐ |
| 13 | Do employees understand how to lead or direct patrons to the nearest evacuation routes (run) and identified secure areas (hide)? | ☐ | ☐ |
| 14 | Are employees trained in what to do when law enforcement arrives? | ☐ | ☐ |
| 15 | Has a technology platform (text messaging, mobile phone applications, wireless emergency notification system, etc.) been established to disseminate information in a dynamic environment? | ☐ | ☐ |
| 16 | Has a template been generated to transmit essential information to both law enforcement and occupants when an active shooter situation takes place? | ☐ | ☐ |
| 17 | Can all exit doors be opened from the interior without any special knowledge, keys, or tools? | ☐ | ☐ |

03

POST-INCIDENT RECOVERY

Care for your people and restore operations in the days that follow.

YES NO

- | | | | |
|----|---|--------------------------|--------------------------|
| 18 | Do you have a crisis communications plan to respond timely and accurately during the emergency and in the days that follow? | ☐ | ☐ |
| 19 | Are you prepared to manage responses to victims, families, media, and government officials? | ☐ | ☐ |
| 20 | Do you have a list of stakeholders that need to be notified? | ☐ | ☐ |
| 21 | Are you prepared to stand up, coordinate, and work with the Crisis Management Team? | ☐ | ☐ |
| 22 | Are you prepared to provide counseling support services as needed? | ☐ | ☐ |
| 23 | Do you maintain a list of Federal, State, and local mental health resources? | ☐ | ☐ |
| 24 | Are business continuity plans in place to ensure mission-essential functions can be carried out? | ☐ | ☐ |
| 25 | Is there a transition plan to resume normal business operations? | ☐ | ☐ |

04

FIRST AID

Equip employees to act until emergency medical services arrive.

YES NO

- | | | | |
|----|---|--------------------------|--------------------------|
| 26 | Have an adequate number of employees been trained in first aid, CPR, and how to stop life-threatening bleeding? | ☐ | ☐ |
| 27 | Are first aid and Stop the Bleed® kits available in the facility? | ☐ | ☐ |
| 28 | Are the locations of first aid and Stop the Bleed® kits clearly labeled and visible? | ☐ | ☐ |
| 29 | Are emergency phone numbers and procedures clearly displayed? | ☐ | ☐ |

05

EMERGENCY PROCEDURES

Confirm responders can find you, reach you, and get inside.

YES NO

- | | | | |
|----|--|--------------------------|--------------------------|
| 30 | Is your building's address visible to emergency vehicles from the street or driveway? | ☐ | ☐ |
| 31 | Can emergency vehicles easily gain access to your facility? | ☐ | ☐ |
| 32 | Is the fire lane free of vehicles or other obstructions? | ☐ | ☐ |
| 33 | Can emergency alarms be seen and heard from an appropriate distance? | ☐ | ☐ |
| 34 | Are emergency exits clearly marked, accessible, and easy to find? | ☐ | ☐ |
| 35 | Is the emergency communication system tested annually, at a minimum? | ☐ | ☐ |
| 36 | Have emergency points of contact been appointed for all work areas? | ☐ | ☐ |
| 37 | Are the names and contact information for emergency points of contact posted in a highly visible area? | ☐ | ☐ |
| 38 | Are emergency point of contact lists updated, at least quarterly? | ☐ | ☐ |