

Active Shooter Preparedness, Response, and Recovery Checklist for Food Service

Active shooter incidents can happen at any time and place. Keeping your employees safe and your business resilient starts with planning. Use this checklist, developed in collaboration with the food service industry, along with the TPOP Active Shooter Preparedness, Response, and Recovery Guidelines to ensure that your food service facility is well-prepared for any major workplace violence incident.

Pre-Incident Planning	✓
Have you developed an Active Shooter Response Plan?	
Have you established liaison and coordination with local first responders?	
Have you met with law enforcement during the past 12 months to discuss your organization’s Active Shooter Response Plan?	
Have you implemented active shooter preparedness and response training?	
Have employees been trained to recognize and report suspicious activity and warning signs?	
Have you established emergency escape procedures and route assignments?	
Have you identified “hide” or shelter locations?	
Are security cameras and video surveillance equipment in working order?	
Have you established an annual exercise or drill program to test procedures and identify gaps?	
Incident Actions	✓
Do emergency plans account for people with disabilities?	
Do employees have access to secure interior spaces with lockable doors or means of barricading?	
Are employees trained on the protocols for alerting law enforcement and the information to convey?	
Do employees understand how to lead or direct patrons to the nearest evacuation routes (run) and identified secure areas (hide)?	
Are employees trained in what to do when law enforcement arrives?	
Has a technology platform (text messaging, mobile phone applications, wireless emergency notification system, etc.) been established to disseminate information in a dynamic environment?	
Has a template been generated to transmit essential information to both law enforcement and occupants when an active shooter situation takes place?	
Can all exit doors be opened from the interior without any special knowledge, keys, or tools?	

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

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

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