AlertMedia Active Shooter Preparedness Checklist

Use this checklist to assess your organization's readiness to keep employees safe in the event of workplace violence and active shooter situations.

Planning	Yes	No
Do you have a documented active shooter emergency response plan?		
Has your plan been reviewed and updated (as appropriate) within the past 12 months?		
Does your plan sufficiently cover all company facilities?		
Does your plan take into account both remote and office-based employees?		
Have you met with law enforcement to discuss your organization's plan?		
Have you identified the crisis response team that will execute your plan?		

Site Hardening	Yes	No
Do your facilities have:		
Controlled access (security personnel, locks, badged entry, etc.)		
Doors with alternate manual locks		
Security cameras and video surveillance technology		
Access to interior spaces to shelter in place		
External doors made of solid materials (no glass)		
Third-party threat assessment of your physical locations		
Multiple and readily-accessible exit points		

Threat Awareness	Yes	No
Do you have a scalable method of identifying and verifying early signals of a safety threat (like an active shooter) near your people and business?		
Does your threat monitoring solution allow you to push automated alerts to security teams, internal stakeholders, or directly to employees based on their proximity to a threat?		
Can you easily determine if a threat is relevant to your organization based on its proximity to your people and locations?		
Can you dynamically assess which employees are at risk using location data tied to their office, home, and mobile locations?		

Communication	Yes	No
Does your emergency communication solution have:		
Two-way, multichannel messaging		
Integrated threat intelligence for rapid alerting		
Pre-built communication templates to accelerate response times		
Survey functionality to conduct employee wellness checks		
Audience segmentation capabilities to deliver targeted messages		
HR data synchronization for accurate employee contact information		
Read receipts and message delivery statistics		
Mobile app that enables users to send and receive messages from anywhere		

Training	Yes	No
Have you conducted active shooter training and/or tabletop exercises in the past 12 months?		
Is active shooter training included with new hire onboarding?		
Have you adopted a method approved by law enforcement, such as "Run, Hide, Fight" or "Last Resort Resist?"		
Do employees know how to report suspicious individuals or behavior?		
Do employees know the appropriate escalation procedures for a suspected armed suspect and/or active shooter?		
Do employees know all evacuation routes and procedures?		
Do employees know what to do if they must shelter in place during an active shooter incident? (close blinds, turn off lights, silence cell phones, etc.)		
Have an appropriate number of employees received first aid training?		

Policy	Yes	No
Has the company scheduled regular (semi-annual) active shooter drills?		
Do you have formal lockdown procedures in the event of an active shooter?		
Is your follow-up support plan documented?		
Do you have a documented process for employees to access trained therapists or counseling?		
Do you have contact information and points of contact within your local Emergency Management and Law Enforcement agencies?		
Are employees required to update their personal information and emergency contact information at least annually?		

AlertMedia is the leader in emergency communication and threat intelligence software.

Detect and respond to active shooter threats near your people faster with analyst-vetted intelligence you can trust and a multichannel communication platform that allows you to identify, inform, and confirm the safety of those at risk.

AlertMedia

What is a notification template?

Notification templates allow you to prepare communications for different events ahead of time. Create notification templates for quick response during an event.

FOLDER ⓘ

Unassigned

Create Notification Template ✕

Template Name

Active Shooter

1 **What type of notification is this?**

Notification   Read Confirmation   Survey   Conference Call

2 **How would you like to send?**

Text   App   Voice   Email

3 **What message do you want to send?**   Switch to Advanced View

URGENT: Reports of active shooter nearby. Follow lock-down procedure. Reply with help request or information.

105 Characters (1 text message)

4 **Who do you want to send this to?**   New Filter Group

× Albuquerque Office

5 **Is this a new event or an update?** ⓘ   Preview Recipients

Preview and Send Test   Schedule   Send Now

START PROTECTING YOUR PEOPLE TODAY.

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