



# Active Shooter Threat Assessment Checklist

## \*K-12 Education Facilities\*

### EXTERIOR/PARKING AREAS

- Signage posted at driveway entrances stating that video surveillance is in use.
- Signage posted about “no weapons” policy for the facility.
- Well-lit parking areas with good visibility from the facility.
- Security team performing visible patrol activity in marked vehicles- consider having vehicles with light bars activated.
- Designated assembly areas for evacuation are maintained and highly visible.
- Law Enforcement officers present on campus and conducting visible activities.

### ACCESS CONTROL

- Visitor/student access limited to controlled entry points.
- Staff access points monitored to prevent “tailgating” and other unauthorized access.
- Visitors are “channeled” into a reception area- no direct access to student areas from an entry point.
- Campus LEO’s have a visible presence in the reception area.
- Reception areas are well marked and reception personnel are trained to recognize potential signs of impending violence/aggression
- Patrol activities are conducted regularly to ensure that no entry points are compromised (doors propped open, etc.)
- Badge audits/key audits are conducted regularly to ensure that all access control is accounted for.

### RECEPTION/WAITING AREAS

- Reception personnel are trained in recognizing signs of potential violence and making notification
- Reception personnel have practiced and enforced counter active shooter procedures/protocols for preparation and response to an event.
- Reception areas are well marked.
- Access into interior facility areas is controlled- visitors cannot access interior spaces without interacting with a reception person.

### —THREAT | VULNERABILITY ASSESSMENT—

- ID policies enforced- all personnel in the facility other than students are badged so that other staff members can identify them as having been cleared to be in the facility.
- Signage posted about “no weapons” policy for the facility.
- Security personnel stationed or patrolling in the area regularly.
- “See something-say something” is enforced- if personnel see something unusual they are trained to report it immediately.

### STUDENT AREAS

- Access strictly controlled and visitor policies enforced.
- Staff are trained in recognizing signs of potential violence.
- Staff are trained in practiced and enforced counter active shooter procedures/protocols for preparation and response to an event.
- Staff have “safe haven” areas identified that they can secure against a threat.
- “See something-say something” is enforced- staff are trained to immediately report any potential issues.
- Staff conducts regular drills, table top exercises, and “what if” scenarios.

### ADMINISTRATIVE AREAS

- Access strictly controlled into administrative areas, except in public-facing roles (reception, attendance, finance).
- Security is made aware of employee counseling/termination issues.
- Security is aware of any potential parent issues (custody disputes, restraining orders, etc.).
- Controlled space is used for sensitive conversations with security available if possible.
- Potentially sensitive issues are discussed in private areas with video monitoring/panic alarms available.
- Access to senior leadership strictly controlled.
- Administrative/management personnel are trained in counter active shooter procedures/protocols for preparation and response to an event.
- Personnel are trained and drilled in hasty exit/exterior assembly procedures.
- Aggressive complaints/calls/communications are reported.
- Facility has an emergency management plan in place.
- Security review/assessments are conducted regularly.

## \*University Facilities\*

### EXTERIOR/PARKING AREAS

- Signage posted at driveway entrances stating that video surveillance is in use.
- Signage posted about “no weapons” policy for the campus (if applicable).
- Well-lit parking areas with good visibility from the facility.
- Security team performing visible patrol activity in marked vehicles — consider having vehicles with light bars activated.
- Designated assembly areas for evacuation are maintained and highly visible.
- Law Enforcement officers present on campus and conducting visible activities.

### ACCESS CONTROL

- Access to university buildings limited to controlled entry points.
- Staff/Faculty access points monitored to prevent “tailgating” and other unauthorized access.
- Campus LEO’s have a visible presence throughout campus.
- Faculty/Staff members are trained to recognize potential signs of impending violence/aggression.
- Security/LEO patrol activities are conducted regularly to ensure that no entry points are compromised (doors propped open, etc.).
- Badge audits/key audits are conducted regularly to ensure that all access control to sensitive areas (mechanical, HVAC, etc.) is accounted for.

### PUBLIC AREAS/GROUNDS

- Staff members are trained in recognizing signs of potential violence and making notification to Campus LEOs.
- Faculty/Staff members are trained and have drilled in counter active shooter procedures/protocols for preparation and response for an event.
- Shelter areas are well marked.
- Notification systems are in place to alert students/faculty of potential issues on campus.
- Liaison is made with local emergency responders to do pre-incident training and familiarization with the campus.

### —THREAT | VULNERABILITY ASSESSMENT—

- Signage posted about “no weapons” policy for the campus (if applicable).
- Security personnel stationed or patrolling public areas regularly.
- “See something-say something” is enforced — post signage reminding people of Campus Safety phone numbers for notification if personnel see something unusual.

### STUDENT AREAS

- Access controlled and visitor policies enforced.
- Staff are trained in recognizing signs of potential violence.
- Staff are trained and have drilled in counter active shooter procedures/protocols for preparation and response for an event in helping and aiding students.
- Staff have “safe haven” areas identified that they can secure against a threat.
- “See something-say something” is enforced — staff are trained to immediately report any potential issues.
- Staff conducts regular drills, table top exercises, and “what if” scenarios.

### ADMINISTRATIVE AREAS

- Access strictly controlled into administrative areas, except in public-facing roles (admissions, attendance, finance).
- Security is made aware of employee counseling/termination issues.
- Security is aware of any potential LE related student issues (custody disputes, restraining orders, etc.).
- Controlled space is used for sensitive conversations with security available if possible.
- Potentially sensitive issues are discussed in private areas with video monitoring/panic alarms available.
- Access to senior leadership strictly controlled.
- Administrative/management personnel are trained and drilled in counter active shooter procedures/protocols for preparation and response for an event.
- Personnel are trained and drilled in hasty exit/exterior assembly procedures.
- Aggressive complaints/calls/communications are reported.
- Facility has an emergency management plan in place.
- Security review/assessments are conducted regularly.

### HOUSING/DORM AREAS

- Access strictly controlled (keys, fob/badge access only).
- RA’s/Dorm personnel are trained to recognize potential issues.
- Campus Security/LEOs are familiar with all the areas for emergency response ü Residents have a means to report potential issues.
- Weapons policies are posted and enforced.

### —THREAT | VULNERABILITY ASSESSMENT—

- “See something-say something” is enforced — residents are familiar with how to report potential issues.
- Notification systems are in place and residents know how to receive information about potential issues.
- Aggressive complaints/calls/communications are reported.
- Facility has an emergency management plan in place.
- Security review/assessments are conducted regularly.