ACTIVE SHOOTER

ONLINE COURSE

ACTIVE SHOOTER THREAT ASSESSMENT CHECKLIST

K-12 EDUCATION FACILITIES

K-12 Education Facilities

As you begin the process of addressing the potential threat of an active shooter at your facility, here are a few ideas on where to begin your vulnerability analysis. Many of the solutions listed here can also help with other security and safety issues your campus or district might be encountering.

Please note that K-12 schools and districts have their own distinctive needs that must be addressed on an individual basis. Organizations should seek legal advice and consult with local law enforcement, fire officials and other experts before implementing these recommendations to determine if they are appropriate for your organization.

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

✓ Well-lit campus for nighttime activities to ensure visibility

✓ Trees and shrubs regularly trimmed to ensure visibility on campus

✓ Security team performing visible patrol activity in marked vehicles, bike patrols and foot patrols. Consider having vehicles with light bars activated

✓ Designated assembly areas (both on campus and off campus) for evacuation are maintained

✓ Law enforcement officers or nonsworn security officers present on campus and conducting visible activities

ACCESS CONTROL

✓ Visitor/student access limited to controlled entry points

✓ Classroom doors swing inwards and have locks that can be locked from inside the classroom

✓ 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 law enforcement officers and security officers have a visible presence in the reception area

✓ Reception areas are well marked and reception personnel are trained to recognize and respond to potential signs of impending violence/aggression

✓ Police and/or security patrol activities are conducted regularly to ensure that no entry points are com-promised (doors propped open, etc.)

✓ Badge audits/key audits are conducted regularly to ensure that all access credentials are accounted for

✓ Policies and procedures supporting access control and visitor management adopted

✓ Metal detection deployed when appropriate at events. Consider conducting random checks on campus.

✓ Security film installed on large windows

RECEPTION/WAITING AREAS

✓ Reception personnel are trained in recognizing signs of potential violence and making notification

✓ Reception staff trained on verbal de-escalation techniques

✓ Panic alarms installed so staff can summon for help during an emergency

✓ Reception personnel have drilled in how to evacuate, shelter in place or defend during an active shooter incident

✓ Reception areas are well marked

✓ Access into interior facility areas is controlled- visitors cannot access interior spaces without interacting with a reception person

✓ 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

✓ Law enforcement or security personnel engage in community policing to develop partnership with students and campus staff

✓ Access strictly controlled and visitor policies enforced

✓ Teachers and administrators trained on verbal de-escalation

✓ Staff and students are trained in recognizing signs of potential violence

✓ Staff and students are trained in how to shelter in place or evacuate during a shooting (Note: "Fight" component of Run/Hide/Fight might not be appropriate)

✓ Staff have a plan for students in the event of a threat

✓ Staff and students have "safe haven" areas identified that they can secure against a threat

✓ "See something-say something" is enforced- staff and students are trained to immediately report any potential issues

✓ Staff conducts regular drills, table top exercises and "what if" scenarios with local law enforcement, fire, EMS, etc.

✓ Anonymous text or phone tip solutions adopted to encourage students, parents and staff to report concerning behavior

ADMINISTRATIVE AREAS

✓ Access strictly controlled into administrative areas, except in public-facing roles (reception, attendance, finance)

✓ Security/law enforcement is made aware of employee counseling/termination issues

✓ Security/law enforcement is aware of any potential parent issues (custody disputes, restraining orders, etc.)

✓ Security/law enforcement is made aware of student issues (threats, bullying, sexting, alcohol/substance abuse issues, gang affiliation, mental health challenges, etc.)

✓ Controlled space is used for sensitive conversations with security/law enforcement if possible

✓ Potentially sensitive issues are discussed in private areas with video monitoring/panic alarms available

✓ Administrative/management personnel are trained and drilled in how to evacuate, shelter in place or defend during an active shooter incident

✓ Personnel are trained and drilled in hasty exit/exterior assembly procedures

✓ Aggressive complaints/calls/communications are immediately reported

✓ Facility has an emergency management plan in place

✓ Security review/assessments are conducted regularly

✓ Student-parent reunification policies developed

LEARN MORE ABOUT BUILDING A CUSTOMIZED ACTIVE SHOOTER PLAN FOR YOUR CAMPUS