

Annex N: Active Shooter

Response checklist

Use this checklist with the ICS command structure guides for an active shooter situation.

Checklist	
<input type="checkbox"/>	If an active shooter is in the facility RUN, HIDE, and as a last resort FIGHT. <ul style="list-style-type: none">• If your life is in imminent danger and you need to fight, be as aggressive as possible.• If time permits, arm yourself with a fire extinguisher or other heavy objective to use as a weapon
<input type="checkbox"/>	Announce to the facility to warn staff of situation
<input type="checkbox"/>	Assist residents and visitors to take cover behind doors, heavy furniture, or on floor. <ul style="list-style-type: none">• Take refuge behind locked doors. If possible, cover windows by drawing blinds or taping paper in the window• Lock or secure doors by any means available (i.e., barricade doors with heavy furniture)• Turn off lights• Turn off any source of noise (radio, television)• Put cell phone on silent• Remain quiet
<input type="checkbox"/>	When safe to do so, dial 9-1-1 and maintain contact with the dispatcher to provide and receive information.
<input type="checkbox"/>	Do not attempt to move wounded victims. Notify law enforcement of their location as soon as it is safe to do so.
<input type="checkbox"/>	Initiate lockdown procedures only if appropriate to control facility access.
<input type="checkbox"/>	When law enforcement arrives follow their directions. <ul style="list-style-type: none">• Put down items in your hands• Always keep your hands up and visible• Do not make sudden movements toward officers• Avoid screaming and yelling

For more information go to [CAHF-DPP | Active Shooter in Long Term Care](https://www.cahfdisasterprep.com/activeshooter)
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