



INCIDENT COMMAND CHECKLIST

Active Shooter Incidents



RESPONSE	<input type="checkbox"/> ENSURE PERSONAL PROTECTION <i>Respond in ballistic gear, if available</i> Establish/Confirm a designated staging area/exclusionary zone:	<input type="checkbox"/> COMMUNICATE LOCATION of staging areas/exclusionary zone <ul style="list-style-type: none"> • “Units responding to (<i>location</i>), stage at least (<i>number</i>) of blocks out from the dispatched position” • Consider increased staging distance when threat is from an elevated position and use hard cover 	<input type="checkbox"/> GATHER INTELLIGENCE while responding via dispatch, radio or cell phone (<i>Consider the possibility of multiple shooters or complex coordinated attacks</i>)
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UPON ARRIVAL	CONFER WITH ON SCENE LAW ENFORCEMENT OF THE FOLLOWING: Account for on scene fire personnel, if active shooter response requested by those units _____ _____ Status of Shooter (s) _____ _____ Hot, Warm and Cold Zone Boundaries _____ _____ Patient Count and Status _____ _____ Best access and egress routes for ambulances _____ _____	<input type="checkbox"/> COMMUNICATE all information to incoming units <input type="checkbox"/> ENSURE the establishment of a Unified Command Post with Law Enforcement <input type="checkbox"/> Call for ADDITIONAL RESOURCES <input type="checkbox"/> ESTABLISH A COMMUNICATIONS PLAN <i>(Command Channel, Warm Zone Rescue Task Force Channel)</i>
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DEPLOYMENT & OPERATIONS	<input type="checkbox"/> Designate an INITIAL CASUALTY COLLECTION POINT <input type="checkbox"/> Consider DESIGNATING A RESCUE BRANCH for accountability and management of multiple rescue task forces <input type="checkbox"/> Establish a RESCUE TASK FORCE STAGING AREA FOR RESOURCES and assign a Staging Area Manager FORM INCOMING PERSONNEL INTO RESCUE TASK FORCE TEAMS: RTF 1 _____ RTF 2 _____ RTF 3 _____	<input type="checkbox"/> CONFIRM LAW ENFORCEMENT ESTABLISHMENT of warm zone and force protection prior to Rescue Task Force entry <input type="checkbox"/> MONITOR RESCUE TASK FORCE movement for accountability <input type="checkbox"/> Establish PATIENT TRACKING SYSTEM CONTACT and COORDINATE WITH LOCAL HOSPITALS with number and triage status of patients <input type="checkbox"/> BE COGNIZANT OF LAW ENFORCEMENT MISSION SUPPORT (<i>support identification of non-patients/witnesses and persons of interest</i>)
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INCIDENT COMMAND SCRATCH PAD – Active Shooter Incidents

Scratch Pad: Use for visual representation of building, outside area, number of floors, location of Hot, Warm, Cold Zone Areas, location of RTF operations, Staging Areas, Casualty Collection Points, Command Post, etc.

SCRATCH PAD — Visual Incident Representation