INCIDENT COMMAND CHECKLIST
Active Shooter Incidents

**RESPONSE**

- **ENSURE PERSONAL PROTECTION**
  Respond in ballistic gear, if available
  Establish/Confirm a designated staging area/exclusionary zone:

- **COMMUNICATE LOCATION**
  of staging areas/exclusionary zone
  - “Units responding to (location), stage at least (number) of blocks out from the dispatched position”
  - Consider increased staging distance when threat is from an elevated position and use hard cover

- **GATHER INTELLIGENCE** while responding via dispatch, radio or cell phone (Consider the possibility of multiple shooters or complex coordinated attacks)

**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 _________________

- **COMMUNICATE** all information to incoming units

- **ENSURE** the establishment of a Unified Command Post with Law Enforcement

- **Call for** ADDITIONAL RESOURCES

- **ESTABLISH A COMMUNICATIONS PLAN**
  (Command Channel, Warm Zone Rescue Task Force Channel)

**DEPLOYMENT & OPERATIONS**

- **Designate an** INITIAL CASUALTY COLLECTION POINT

- **Consider** DESIGNATING A RESCUE BRANCH for accountability and management of multiple rescue task forces

- **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

- **CONFIRM LAW ENFORCEMENT ESTABLISHMENT** of warm zone and force protection prior to Rescue Task Force entry

- **MONITOR RESCUE TASK FORCE** movement for accountability

- **Establish** PATIENT TRACKING SYSTEM
  CONTACT and COORDINATE WITH LOCAL HOSPITALS with number and triage status of patients

- **BE COGNIZANT OF LAW ENFORCEMENT MISSION SUPPORT** (support identification of non-patients/witnesses and persons of interest)
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.