Recovery References

- Mass Fatality Incident Family Assistance Operations
- Active Shooter Healthcare Facility Emergency Operations
- Responding to Victims of Mass Crimes
- UCLA – Responding to a Crisis at School
- “I Love U Guys” Foundation – Reunification
- National Disaster Recovery Framework
Preparedness Plan Development

**STEP 1:** Form Planning Team
- Identify Core Planning Team
- Form a Common Framework
- Define and Assign Roles
- Determine a Meeting Schedule

**STEP 2:** Conduct Risk Assessment
- Identify Threats and Hazards
- Assess Risk
- Prioritize Risk and Hazards

**STEP 3:** Establish Goals & Objectives
- Develop Goals
- Develop Objectives

**STEP 4:** Assess Courses of Action
- Identify Courses of Action
- Identify Resources
- Assign COAs to Positions

**STEP 5:** Draft Plan & Approve
- Format the Plan
- Write the Plan
- Review the Plan
- Approve and Share the Plan

**STEP 6:** Training and Exercise
- Train Stakeholders
- Exercise the Plan
- Review the Plan
- Review, Revise, and Maintain the Plan
Form the Planning Team

Include internal and external partners:

- Operations Managers
- Human Resources or Personnel
- Risk, Security, and Safety Directors
- General Counsel
- Maintenance or Facilities Director
- Law Enforcement, Fire, and EMS
- Landlord and Neighboring Tenants or Businesses
Step 2 in the Planning Process

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Risk Analysis as a Planning Tool

Risk is the potential for an unwanted outcome from an incident; it has three components:

- Threat
- Vulnerability
- Consequence

Assessing risk will help you:

- Understand your situation
- Prioritize actions
- Identify and compare options
- Allocate resources
Workplace Violence and Categories

**TYPE 1**
Violent acts by criminals who have no other connection with the workplace but enter to commit robbery or another crime.

**TYPE 2**
Violence directed at employees by customers, clients, patients, students, inmates, or any others for whom an organization provides services.

**TYPE 3**
Violence against coworkers, supervisors, or managers by a present or former employee.

**TYPE 4**
Violence committed in the workplace by someone who doesn’t work there but has a personal relationship with an employee—an abusive spouse or domestic partner.
## Step 3 in the Planning Process

**Develop Goals**

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Establish Goals and Objectives

**Goal:** Broad statement directing personnel and resources on what they should achieve

**Objective:** Determining the actions participants must take in order to achieve those goals

Goals and objectives define the desired end-states for the operations addressed in the active shooter plan
## Step 4 in the Planning Process

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Essential Courses of Action

- Reporting
- Notification
- Evacuation
- Shelter in place
- Emergency responder coordination
- Access control
- Accountability
- Communications management
- Short-term recovery
- Long-term recovery
# Step 5 in the Planning Process

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Drafting & Reviewing the Plan

Best writing practices

▪ Use simple language
▪ Use short, active voice sentences
▪ Give enough detail to convey easily understood, actionable guidance
▪ Focus on mission guidance
▪ Plan review criteria
▪ Adequacy
▪ Feasibility
▪ Acceptability
▪ Completeness
▪ Compliancy
Whether you’re drafting a first plan or adjusting your existing Emergency Action Plan (EAP), CISA has developed the following resources to get you started:

The **Active Shooter Emergency Plan Guide** is a virtual learning tool that helps organizations take the first steps toward building an EAP.

The **Active Shooter Emergency Action Plan Template** is a fillable form to document the organization’s EAP. [cisa.gov/publication/active-shooter-emergency-action-plan-guide](cisa.gov/publication/active-shooter-emergency-action-plan-guide)

The **Active Shooter Emergency Action Plan Video** uses first-hand perspectives of those who have survived incidents to inform and guide developers of EAPs. [cisa.gov/active-shooter-emergency-action-plan-video](cisa.gov/active-shooter-emergency-action-plan-video)
Step 6 in the Planning Process

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Security Resources and Training

DHS-CISA primary resources on [cisa.gov/active-shooter-preparedness](https://cisa.gov/active-shooter-preparedness):

- *Active Shooter - How to Respond* booklet, pocket card, poster
- *Active Shooter Recovery Guide* and *Recovering from an Active Shooter Incident* fact sheet
- Translated active shooter materials
- *Insider Threat Mitigation Guide*
- *Employee Vigilance Through the Power of Hello*

**Independent study courses on FEMA Emergency Management Institute ([training.fema.gov](https://training.fema.gov)):**

- IS 906: Workplace Security Awareness
- IS 907: Active Shooter: What You Can Do
- IS 914: Surveillance Awareness: What You Can Do
- IS 915: Protecting Critical Infrastructure Against Insider Threat
Training Delivery

Use a variety of training avenues:

- New employee orientation
- “All Hands” meetings
- Conferences and workshops
- Newsletters and internal broadcasts
- Online courses
- Include part-time employees and volunteers
Progressive Approach

Regardless of exercise type, each builds on a set of common program priorities and tests capabilities.
The Way Ahead

1. Get Approval From Senior Leadership
2. Identify Planning Team and Train Team
3. Finish Plan Within Six Months
4. Implement Training and Documentation Within Eight Months
5. Conduct Notification Drill
6. Conduct Tabletop Exercise Within 12 Months
7. Conduct Full-Scale Exercise Within 18 Months
8. Revise Plan Input From Exercises
9. Modify and Update as Needed
Preparedness Cycle

The Preparedness Cycle is ongoing
For more information, visit: cisa.gov/active-shooter-preparedness

Contact the Active Shooter Program: Asworkshop@cisa.dhs.gov