ACTIVE SHOOTER

ONLINE COURSE

ACTIVE SHOOTER THREAT ASSESSMENT CHECKLIST

UNIVERSITY-TYPE FACILITIES

University-Type 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 colleges and universities 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 campus (if applicable)

✓ Well-lit parking areas with good visibility from the facility

✓ 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

✓ Access to university buildings limited to controlled entry points when possible

✓ Staff/Faculty access points monitored to prevent "tailgating" and other unauthorized access

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

✓ Campus law enforcement and security officers have a visible presence throughout campus

✓ Faculty/Staff members are trained to recognize and respond to potential signs of impending violence/aggression

✓ Security/Law Enforcement patrol activities are conducted regularly to ensure that no entry points are compromised (doors propped open, etc.)

✓ Badge audits/key audits are conducted regularly to ensure that all access control credentials to sensi-tive areas (mechanical, HVAC, labs, etc.) are accounted for

✓ Policies and procedures supporting access control and visitor management adopted

PUBLIC AREAS/GROUNDS

✓ Staff members and students are trained in recognizing signs of potential violence and making notification to campus LEOs or security officers

✓ Faculty/Staff members are trained and have drilled in RUN/HIDE/FIGHT

✓ Shelter areas are well marked

✓ Well-lit campus for nighttime activities to ensure visibility

✓ Trees and shrubs regularly trimmed to ensure visibility on campus

✓ Notification systems are in place to alert students/faculty/visitors of potential issues on campus

✓ Liaison is made with local emergency responders to do pre-incident training and familiarization with the campus

✓ Signage posted about "no weapons" policy for the campus (if applicable)

✓ Security personnel stationed or patrolling public areas regularly (community policing)

✓ "See something-say something" is enforced: post signage reminding people of campus safety phone numbers for notification if personnel see something unusual

STUDENT AREAS

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

✓ Access controlled and visitor policies enforced

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

✓ Staff are trained in RUN/HIDE/FIGHT and have a plan for students in the event of a threat

✓ Staff 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

✓ 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 (admissions, attendance, finance)

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

ACTIVE SHOOTER THREAT ASSESSMENT CHECKLIST

- ✓ Security/Law enforcement is aware of any potential LE related student issues (registered sex offenders, restraining orders, mental/behavioral health issues, etc.)
- ✓ Controlled space is used for sensitive conversations with security/police available if possible
- ✓ Potentially sensitive issues are discussed in private areas with video monitoring/panic alarms available
- ✓ Access to senior leadership strictly controlled
- ✓ Administrative/management personnel are trained and drilled in RUN/HIDE/FIGHT
- ✓ Personnel are trained and drilled in hasty exit/exterior assembly procedures
- ✓ Aggressive complaints/calls/communications are reported
- ✓ Facility has an emergency management plan in place
- ✓ Security review/assessments are conducted regularly
- ✓ Campus has plan for special event security (athletics, protests, concerts, etc.)

HOUSING/DORM AREAS
- ✓ Access strictly controlled (keys, fob/badge access only)
- ✓ RAs/Dorm personnel are trained to recognize potential issues
- ✓ Campus security/Law enforcement officers are familiar with all the areas for emergency response
- ✓ Residents have a means to report potential issues
- ✓ Weapons policies are posted and enforced
- ✓ "See something-say something" is enforced: residents are familiar with how to report any potential issues
- ✓ Notification systems are in place and residents know how to receive information about potential issues

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