# ACTIVE ASSAILANT EMERGENCY ACTION PLAN

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This Active Assailant Emergency Action Plan (EAP) Template should be used in conjunction with the [CISA Instructional Guide to this Active Assailant Emergency Action Plan Template](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

**Version number:** Click or tap here to enter text.

**Organization:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text.

**Website:** Click or tap here to enter text.

**Created on:** Click or tap to enter a date.

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## Applicability and Scope

To build out this section, see Section 1 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

The objective of this Active Assailant Emergency Action Plan (EAP) is to enable a more effective response to active assailant incidents.

**Overview of this EAP:**

Click or tap here to enter text.

This EAP is part of the organization’s larger *all-threats/hazards security plan.*

* **The All-threats/hazards security plan is located here:** Click or tap here to enter text.
* **The All-threats/hazards security plan was last updated on:** Click or tap here to enter text.

Organizational personnel should also be familiar with the organization’s *Active Assailant Policy*.

* **The Active Assailant Policy is located here:** Click or tap here to enter text.
* **The Active Assailant Policy was last updated on:** Click or tap here to enter text.

This EAP is updated on an annual basis, as new information arises, and is regularly reviewed with the emergency action planning team and organizational personnel. See [Appendix A.](#_Appendix_A:_Record)

* **This EAP was last reviewed and updated on:** Click or tap to enter a date.

## Key Roles and Responsibilities

To build out this section, go to Section 2 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

All organizational personnel should be familiar with the EAP and their role during each phase of an active assailant incident. Members of the EAP planning team are identified in [Appendix B](#_Appendix_B:_Active).

## Roles and Responsibilities

The following chart includes key roles and responsibilities for various personnel and teams within the organization prior to and during an active assailant incident (primary and alternate):

|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
| --- | --- | --- | --- | --- | --- |
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| A |  |  |  |  |  |
|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
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|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
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|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
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## Points of Contact for Facility Information and Access

In an emergency, it is critical that only authorized personnel are granted access to the organization’s facilities. The following personnel are responsible for ensuring access for law enforcement and first responders (primary and alternate):

|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
| --- | --- | --- | --- | --- | --- |
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## Floor Plans and Maps

To build out this section, go to Section 3 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

It is important to have facility floor plans and overview maps that accurately display all exits and the locations of emergency supplies, first responder facility emergency access kit(s), and primary and secondary evacuation routes. Floor plans and maps may include pre-determined staging and reunification areas where employees and visitors should gather after the incident.

These facility/campus floor plans and overview maps are found in [Appendix C](#_Appendix_C:_Floor).

## Facility Emergency Access Preparedness

To build out this section, go to Section 4 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

A first responder facility emergency access kit is a pre-configured resource that helps first responders navigate the facility. The contents are inventoried regularly and updated as required.

* **The facility emergency access kit includes:** Click or tap here to enter text.
* **The facility emergency access kit is located here:** Click or tap here to enter text.
* **The facility emergency access kit was last updated on:** Click or tap to enter a date.

## Emergency Communications

To build out this section, go to Section 5 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

Emergency Response Notification

In the event of an active assailant incident, personnel should contact 9-1-1 as soon as possible. In addition to first responders, The POC responsible for communications must alert organization members and additional stakeholders of the presence of an active assailant, as well as give updates during and after the incident.

Points of Contact Responsible for Communications

The following are the points of contacts (POCs) responsible for communications during and after an active assailant incident (primary and alternate):

|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
| --- | --- | --- | --- | --- | --- |
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## Issuing Active Assailant Incident Alert(s)

* **Methods, systems, and equipment used to notify employees, visitors, and emergency services of an active assailant are as follows:** Click or tap here to enter text.
* **Methods, systems, and equipment to alert stakeholders were tested and received by all applicable personnel on:** Click or tap here to enter text.

## Internal Alert Notification Procedures

Organizational personnel, on-site employees, visitors, and other stakeholders will be notified of an ongoing incident in the following way(s):

Click or tap here to enter text.

## External Alert Notification Procedures

Off-site employees, families of employees, vendors, partners, contractors, delivery drivers, those who visit the facility, etc. will be notified to avoid the area in the following way(s):

Click or tap here to enter text.

## Public Information Coordination and Dissemination

Before, during and after an incident, it is critical to provide coordinated and timely communication to the public. An organization’s Public Information Officer (PIO) is responsible for preparing and communicating information about the incident to the media, the public and for implementing the organization’s media and public engagement plan.

The following are the PIOs in the organization responsible for external communications with the media and public:

| Name | Phone Number | Alternate Phone | E-mail |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* **The media and public engagement plans are located here:**  Click or tap here to enter text
* **The media and public engagement plan were updated on:** Click or tap here to enter text
* **Summary of the organization’s overall procedures for emergency response notification:** Click or tap here to enter text.

## Procedures for Evacuation, Lockdown, and Shelter-in-Place

To build out this section, go to Section 6 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite). Organizations are responsible for ensuring the safety and security of their staff, visitors, and the public during an emergency. It is important for an organization to have procedures in place for declaring an evacuation, lockdown, or shelter-in-place in the event of an active assailant incident.

The POCs responsible for making the decision to initiate and declare an evacuation, lockdown, or shelter-in-place are as follows (primary and alternate):

|  | Title/Position/Office | Name | Phone Number | Alternate Phone | E-mail |
| --- | --- | --- | --- | --- | --- |
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The procedures for making the decision to evacuate, lockdown, or shelter-in-place are as follows:

Click or tap here to enter text.

## Evacuation Procedures

Personnel must be familiar with the evacuation plan and practice using the nearest exit without exposing themselves to danger. They should also be familiar with the location of staging areas and procedures to ensure personnel accountability. Consider using the following chart to prepare for a successful evacuation:

| Evacuation | Date Checked | Initial |
| --- | --- | --- |
| Facility floor plans and maps with designated evacuation routes are located at key locations. |  |  |
| Exits are clearly marked. |  |  |
| Evacuation plans include the ability to assist people with access and functional needs. |  |  |
| Designated staging areas are located a safe distance away from incident location. |  |  |
| Primary and alternate staging areas are identified and coordinated with relevant stakeholders. |  |  |
| Employee rosters and contact information are updated regularly. |  |  |

Designated primary and secondary staging areas are at the following locations:

* **Primary:** Click or tap here to enter text.
* **Secondary:** Click or tap here to enter text.

Refer to [Appendix C](#_Appendix_C:_Floor): for the organization’s facility/campus floor plans and overview maps.

## Lockdown/Shelter-in-Place Procedures

Lockdown procedures are as follows:

Click or tap here to enter text.

Shelter-in-Place procedures are as follows (if different from “Lockdown” procedures):

Click or tap here to enter text.

## Response Procedures During an Active Assailant Incident

To build out this section go to Section 7 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

## Individual Response Procedures

The organization’s individual response procedures for an active assailant incident are as follows:

Click or tap here to enter text.

## When Law Enforcement Arrives

The organization and onsite personnel will take the following actions to assist law enforcement and first responders arriving at the scene:

Click or tap here to enter text.

## Accountability

To build out this section, go to Section 8 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

The following POCs are responsible for initiating the organization’s accountability plan (primary and alternate):

|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
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The procedures for personnel accountability should include a process to account for individuals conducting business away from the facility and those on leave as well as individuals onsite or visiting the organization.

* **Accountability procedures are located here:** Click or tap here to enter text.
* **Accountability procedures were last updated on:** Click or tap here to enter text.

## Recovery

To build out this section, go to Section 9 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

## Recovery Planning

* **Recovery plan is located here**: Click or tap here to enter text.
* **Recovery plan was last updated on**: Click or tap here to enter text.

## Community Resources

Recovery from an active assailant scenario is a whole community effort. It may include hospitals, grief counselors, lawyers, employee assistance, and other assistance as required. POCs responsible for recovery and external communications will contact the following as needed:

| Prior Coordination Completion Date | Organization | Type of Support | POC Name | Phone Number | Alternate  Phone | Email |
| --- | --- | --- | --- | --- | --- | --- |
| Select Date |  |  |  |  |  |  |
| Select Date |  |  |  |  |  |  |
| Select Date |  |  |  |  |  |  |
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| Select Date |  |  |  |  |  |  |

## Short-Term Recovery

The short-term recovery process begins immediately after an active assailant incident concludes. It involves addressing immediate health and safety needs, establishing family assistance centers, and providing timely information updates to victims, families, and the public.

* **The organization’s short-term recovery considerations are as follows**: Click or tap here to enter text.

## Mid- to Long-Term Recovery

The mid- to long-term recovery process may include managing volunteers, addressing donations and/or the threat of potential scams, and planning for memorials and remembrances. It may also include complying with regulatory or insurance reporting requirements and participating in criminal or legal investigations.

* **The organization’s mid- to long-term recovery considerations are as follows:** Click or tap here to enter text.

## Business Continuity

Business continuity includes plans and actions to manage a business disruption in the aftermath of an active assailant incident.

* **Business Continuity Plan is located here**: Click or tap here to enter text.
* **Business Continuity Plan was last updated on**: Click or tap here to enter text.

## Training and Exercises

To build out this section, go to Section 10 of the [Active Assailant Emergency Action Plan Guide](https://www.cisa.gov/resources-tools/resources/active-shooter-emergency-action-plan-product-suite).

The following are responsible for ensuring all stakeholders receive training and participate in exercises (primary and alternate):

|  | Title/Role | Name | Phone Number | Alternate Phone | E-mail |
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## Training

A list of completed training events is included below:

| Trainer/Facilitator | Training | Location (portal, www, in-house, etc.) | Date |
| --- | --- | --- | --- |
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## Exercises

A list of completed exercises is included below:

| Exercise Facilitator(s) | Exercise | Type of Exercise | Date | Location of After-Action-Report (AAR) |
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## Plan Approval

This plan has been developed and approved by:

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print  [Insert Title/Role] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign | Click or tap to enter a date.  Date |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print  [Insert Title/Role] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign | Click or tap to enter a date.  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print  [Insert Title/Role] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign | Click or tap to enter a date.  Date |

## Appendix A: Record of Revisions

| Date of Update | Changes Made | Change Posted By |
| --- | --- | --- |
| Click or tap to enter a date. | Initial Approval |  |
| Click or tap to enter a date. |  |  |
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## Appendix B: Active Assailant Emergency action Planning Team

| Position/Office | Name | Phone Number | Alternate Phone | E-mail |
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## Appendix C: Floor Plans and Maps



## Appendix D: Glossary

**Active Assailant –** One or more individuals actively engaged in killing or attempting to kill people in a populated area.

**Evacuation –** The organized and supervised withdrawal, dispersal, or removal of civilians from hazardous or potentially hazardous areas, and their reception and care in designated safe areas.

**Facility emergency access kit –** A tool that enables first responders to gain access more efficiently to the site and navigate within the facility during an incident; often referred to as a “lock box.” These kits should contain the organization’s most recent floor plans, maps, keys, etc. and be updated as needed.

**Lockdown –** The courses of action an organization will take to ensure all persons are secured quickly in areas away from immediate danger.

**Personnel accountability -** The process through which an organization determines the status and location of personnel following an emergency incident.

**Public Information Officer –** An individual identified within the organization who will engage with the public, media, various agencies, and the private sector to address incident-related information needs.

**Shelter-in-place –** The taking of emergency refuge within the nearest designated safe area until notification or determination that the situation has been resolved.

**Staging area –** A designated location for all available emergency response resources at the scene of an incident.