



Tips to Prepare for an Active Shooter Incident on Your Campus

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What’s the best way to get ready for a possible active shooter incident on your campus? Prepare and plan for each phase of an incident and involve all personnel, community and agency partners in your district. Preparation and planning can save lives and increase response for first responders. The U.S. Department of Education recently came out with key phases of a critical active shooter threat:

- **Before Phase: (prevention and mitigation, preparedness/protection)**
- **During Phase (Response)**
- **After: (Recovery)**

BEFORE = 85%

DURING = 10%

AFTER = 5%

85% of the work you need to do to prepare for an Active Shooter incident happens before the incident actually occurs. **10%** of the preparation is during the incident, and **5%** after the incident has happened. In addition, to successfully prepare for any active shooter threat, human capital and technology must be integrated before, during and after the incident.



BEFORE = 85%

Before an Incident – Preparation Tips:

1. **Have a robust notification system in place** to notify parents, law enforcement, school personnel (example BlackBoard Connect)
2. **Awareness Campaign** – Have an awareness campaign in place (example: Anti-Bullying campaign, “See something, say something campaign” which encourages the public to say something if they see something.
3. **Have a robust Plan in Place** – Have an Emergency operations plan for your school. This plan should outline what happens before, during and after an active shooter incident. People should be trained on this plan. This is very important!
4. **Have a Good Response Team** – Understand who will respond during an incident in your area whether it’s a local team responding to the school or a district-wide team.
5. **Make Plans Available Online** – Once your plans are done, share them online. There are many tools such as SharePoint to help you do this. These types of tools allow you to share your plans with local agencies. Give your first responders access to these plans as well. Things included in this plan would be details about your school safety and crisis team. What is the plan once your crisis team arrives on campus?
6. **Crisis Kits** – Have crisis kits available with items that can be used on-site during an incident or can be used for evacuation (vests, whistles, tape).
7. **Mutual Aid** – Have mutual aid with agencies in your area, make sure they have documentation of the plan. Partner with local agencies. Keep a mutual aid agreement on hand.
8. **Formal Agreements**- These agreements are with your technology partners and districts, detailing out your technology equipment. No cost things you can work out in advance.
9. **Metal Detection** – Random metal detection checks can deter guns and weapons from coming on campus.
10. **Canine Dogs** – Very helpful for tracking if a gun is on campus, or if an explosive device is on campus.
11. **Campus Shield** - Campus Shield is a program that offers a digital information umbrella for campuses. This program can pull up a variety of systems such as social media, camera footage, analysis information, analysis of crime trends and data so that each campus can understand what is happening in their area. (Originally used at NYPD).
12. **PIO/Social Media** –Have public information available on social media! Develop good relationships with your Chief’s PIO.
13. **Joint-information Center**- State wide joint information center – every time there is a training, the information can be pushed out to media and parents.
14. **Training** – Very important! Have safety drills to get your teams trained ahead of time. Training exercise ensures everyone can work together where every second counts. Helps crisis teams to respond efficiently even from a remote location.
15. **Assessment** – Constant evaluation assessments is important to your district.

DURING = 10%

During an Incident – Preparation Tips:

1. **Have a command system in place** – Meet with local people and share with them the local command and your school command system.
2. **Have a campus chain of command in place** – what happens during an AS scenario? Who is in command?
3. **Technology** – Solutions like ShotSpotter in combination with video software can help to determine the precise location of the shots on a campus, how many rounds were fired and record details that happened during the incident.

AFTER = 5%

After an Incident – Preparation Tips:

4. **Community Awareness Planning Meeting** – After an incident, it's always good to meet with your community.
5. **Additional Mental Health Awareness Plan** – Victims and witnesses often need grieving and counseling, so good to have these plans in place.
6. **Additional Security** – Have additional security after the incident happens on your school.

Examples of School Strategies:

- Visitor screening/sign in procedures
- Photo identification
- Ingress and egress areas are locked properly
- Video Surveillance Systems
- Emergency notification system
- Safety drills
- Crisis Management Plan
- Consult and meet with law enforcement and first responders/Safety Teams
- Security audits
- Training

The Fight to Stop Gun Violence Starts with ShotSpotter®