**START HERE**

**LE First arriving**
- [ ] Size up report
- [ ] Identify Hot Zone
- [ ] Establish COMMAND (mobile)
- [ ] Engage

**LE 2nd-4th arriving**
- [ ] Communicate with COMMAND
- [ ] Link-up
- [ ] Form CONTACT TEAM

**LE 5th arriving (5th Man)**
- [ ] Get briefing (verbal)
- [ ] Assume COMMAND
- [ ] Designate First LE as CONTACT 1
- [ ] Set STAGING location
- [ ] Request additional resources
- [ ] Assign more CONTACT TEAMs

**First LE Supervisor**
- [ ] Get briefing (verbal)
- [ ] Assume COMMAND
- [ ] Designate “5th Man” as TACTICAL GROUP
- [ ] Assign STAGING manager
- [ ] Assign PERIMETER GROUP
- [ ] Assign MEDICAL BRANCH to FD/EMS

**Second LE Supervisor**
- [ ] Get briefing (verbal)
- [ ] Assume COMMAND
- [ ] Request additional resources
- [ ] Designate First LE Supervisor as LAW ENFORCEMENT BRANCH
- [ ] Assign INTELLIGENCE SECTION
- [ ] Assign LEAD PIO to establish JOINT INFORMATION CENTER

**First FD/EMS Supervisor**
- [ ] Go to COMMAND POST
- [ ] Request MEDICAL BRANCH assignment

---

**Law Enforcement**

**LAW ENFORCEMENT BRANCH**
- [ ] Get briefing (verbal)
- [ ] Co-locate with MEDICAL BRANCH
- [ ] Coordinate with INTELLIGENCE SECTION

**TACTICAL GROUP**
- [ ] Coordinate CONTACT TEAM(s)
- [ ] Prioritize 1 Threat, 2 Rescue, 3 Clear
- [ ] Update Hot and Warm Zones
- [ ] Update casualty information to Triage Group

**CONTACT TEAM**
- [ ] Contain or neutralize threat
- [ ] Update location as moving
- [ ] Report casualty locations, numbers
- [ ] Establish Casualty Collection Point(s)

**PERIMETER GROUP**
- [ ] Separate radio channel*
- [ ] Establish INNER PERIMETER
- [ ] Establish OUTER PERIMETER

**INTELLIGENCE SECTION**
- [ ] Get briefing (verbal)
- [ ] Separate radio channel*
- [ ] Coordinate with Communications Center
- [ ] Consider REUNIFICATION GROUP
- [ ] Collect incoming information, tips, leads
- [ ] Brief COMMAND
- [ ] Assign INVESTIGATIVE OPERATIONS GROUP
- [ ] Assign INTELLIGENCE GROUP

---

**Common**

**STAGING**
- [ ] Check-in and list resources
- [ ] Give resources assignment, location, and channel
- [ ] Prioritize assignments as directed
- [ ] Maintain minimum resources as directed

**LEAD PIO (JOINT INFORMATION CENTER)**
- [ ] Establish JOINT INFORMATION CENTER
- [ ] Establish Media Staging Area
- [ ] Clear all messaging and releases with COMMAND

---

**Fire / EMS**

**MEDICAL BRANCH**
- [ ] Get briefing (verbal)
- [ ] Request additional resources
- [ ] Assign TRIAGE GROUP
- [ ] Assign TRANSPORT GROUP
- [ ] Co-locate with LAW ENFORCEMENT BRANCH
- [ ] Consider TREATMENT GROUP

**TRIAGE GROUP**
- [ ] Get briefing (verbal)
- [ ] Stand-up RESCUE TASK FORCE(s)
- [ ] Co-locate with TACTICAL GROUP
- [ ] Get operable areas, routes, and Casualty Collection Point location(s)
- [ ] Deploy RESCUE TASK FORCE(s)

**RESCUE TASK FORCE†**
- [ ] Assemble team and equipment
- [ ] Notify TACTICAL when deploying
- [ ] If not done, establish Casualty Collection Point(s)
- [ ] Rapidly assess casualties
- [ ] Report counts to TRIAGE GROUP
- [ ] Identify Ambulance Exchange Point
c and confirm with TACTICAL
- [ ] Coordinate casualty evacuation

**TRANSPORT GROUP**
- [ ] Get briefing (verbal)
- [ ] Co-locate with TACTICAL GROUP
- [ ] Determine routes
- [ ] Separate radio channel*
- [ ] Get Hospital capacity count
- [ ] Transport casualties from Ambulance Exchange Point(s)
- [ ] Target 3 per ambulance (1ea Red/Yel/Grn)
- [ ] Distribute to Hospitals
- [ ] Keep Transport Log

---

*Leader communicates with Command on main channel.
†Target minimum staffing 2 LE, 2 Medical for each RTF.
**ACTIVE SHOOTER INCIDENT MANAGEMENT CHECKLIST**

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**Improvised Explosive Device (IED)**

**DISCOVERY or DETONATION**
- [] Announce "IED [location]" and move clear
- [] Secondary threat scan (device, 5ft, 25ft)

**CONTACT and RESCUE**
- [] Consider threat to life and alternate route
- [] Mark and bypass
- [] Provide security element if possible

**EXPOSED VICTIM RESCUE**
- [] Direct victim movement explicitly
- [] View area for secondary threats
- [] Establish narrow cordon in/out of area
- [] Provide Direct Threat Care only
- [] Evacuate to standoff / Isolate / Barricade

**FROM RADIO SAFE DISTANCE (300ft or standoff)**
- [] Report IED location, description, size
- [] Report action taken
- [] Request Bomb Squad

**NO VICTIMS THREATENED**
- [] View area for secondary threats
- [] Reposition personnel to safe standoff
- [] Report impact to assignment and priority
- [] Cordon off 360° device kill zone
- [] Control cordon security awaiting Bomb Squad

---

**Standoff Distance**

<table>
<thead>
<tr>
<th>IED</th>
<th>Size</th>
<th>Minimum with Cover</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipe Bomb</td>
<td>5 lb</td>
<td>70 ft</td>
<td>1200 ft</td>
</tr>
<tr>
<td>Suicide Bomber</td>
<td>20</td>
<td>110</td>
<td>1700</td>
</tr>
<tr>
<td>Briefcase/Suitcase</td>
<td>50</td>
<td>150</td>
<td>1850</td>
</tr>
<tr>
<td>SUV / Van</td>
<td>1000</td>
<td>400</td>
<td>2400</td>
</tr>
</tbody>
</table>

*See Help Guide and DHS reference for IMPORTANT information.

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**START ON OTHER SIDE**