LE First arriving
[] Size up report
[] Identify Hot Zone
[] Establish COMMAND (mobile)
[] Radio ID: CONTACT 1
[] Engage

LE 2nd-4th arriving
[] Communicate with CONTACT 1
[] Link-up

LE 5th arriving (5th Man)
[] Radio ID:TACTICAL
[] Get briefing (verbal)
[] Assume COMMAND
[] Set STAGING location
[] Request additional resources
[] Assign more CONTACT TEAMS

First LE Supervisor
[] Get briefing (verbal)
[] Assume COMMAND
[] Set COMMAND POST location
[] 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 Threat, Rescue, 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 / INVESTIGATIONS SECTION
[] Get briefing (verbal)
[] Separate radio channel
[] Coordinate with Communications Center
[] Collect incoming information, tips, leads
[] Brief COMMAND
[] Consider REUNIFICATION BRANCH
[] Assign INVESTIGATIVE OPERATIONS GROUP
[] Assign INTELLIGENCE GROUP

MULTI-DISCIPLINE

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 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

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
[] Announce Reunification site when authorized

REUNIFICATION BRANCH
[] Get briefing (verbal)
[] Select Reunification Location
[] Location approved by INTELLIGENCE SECTION
[] Notify DISPATCH of Location
[] Assign REUNIFICATION STAGING MANAGER
[] Request additional resources
[] Assign SERVICES GROUP
[] Assign ACCOUNTABILITY GROUP
[] Assign ASSEMBLY GROUP
[] Notify INTELLIGENCE SECTION when ready to announce Location to public

REUNIFICATION SERVICES GROUP
[] Assign Set-up Unit
[] Assign Law Enforcement Unit
[] Assign Transportation Unit
[] Assign Medical Unit
[] Assign Family Assistance Center

REUNIFICATION ACCOUNTABILITY GROUP
[] Assign Accountant Unit
[] Assign Checker Unit
[] Assign Greeter Unit
[] Assign Reunifier Unit
[] Assign Exit Control Unit

REUNIFICATION ASSEMBLY GROUP
[] Assign Class Leader Unit
[] Assign Nutritional Support Unit
[] Consider Entertainment Unit

*Leader monitors two channels, their channel and the assigned BRANCH / COMMAND 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 "Bomb Cover" or "Bomb Go"
- [ ] Secondary threat scan (device, 5ft, 25ft)
- [ ] Maintain 540° scan
- [ ] NEVER TOUCH Bombs
- [ ] Bombers are Bombs

**CONTACT and RESCUE**

- [ ] Consider threat to life and alternate route
- [ ] Mark (Chem Lights) and bypass
- [ ] Provide security element if possible

**EXPOSED SURVIVOR RESCUE**

- [ ] Direct survivor 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 SURVIVORS 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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Fig 1. Active Shooter Incident Command Organizational Chart

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**START ON OTHER SIDE**