



# NFPA 3000® ACTIVE SHOOTER / HOSTILE EVENT RESPONSE PROGRAM PLANNING CHECKLIST

NFPA 3000®, *Standard for an Active Shooter/Hostile Event Response (ASHER) Program*, helps guide communities and facilities responsible for developing, managing, and sustaining an ASHER program. Visit [nfpa.org/3000](https://nfpa.org/3000) for more information and free access to the standard.

## Purpose

The purpose of this checklist is to identify which elements of an ASHER program have been addressed and which elements still need to be addressed. Use the check boxes to check Yes if the element has been addressed or No if the element has not yet been addressed.

Note: This checklist provides the minimum guidance to determine the components of an ASHER program. If you already have a program in place, use this checklist to help identify any potential gaps. It is encouraged that you develop a program based on your local risk assessment and needs that might exceed the minimums in this checklist. The numbers in parenthesis that follow items below refer to a specific section in NFPA 3000.

## Organization Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Community/Facility: \_\_\_\_\_

## Plan Development (6.2)

Yes No

- Develop an ASHER plan organized in a logical framework based on resource capabilities and risk assessment.
- Establish multi-agency and multidisciplinary relationships to develop plans, risk assessments, mutual aid agreements, and memorandums of understanding (MOU).
- Use a formal process to ensure that plans are developed, maintained, updated, tested, and activated during the entire four-step process that includes at a minimum the following:
  - Needs or gap assessment
  - Plan development
  - Implementation
  - Evaluation
- Ensure the planning team performs a needs or gap assessment of resources necessary to meet the mission identified in the plan.
- Confirm that at a minimum, the analysis includes the following:
  - Review of minimum standards\* for emergency responder competencies in Chapter 12 (law enforcement) and Chapter 13 (fire and EMS)
  - Analysis of current capabilities, including other plans and mutual aid of the authority having jurisdiction
  - Review of agreements already in place between agencies
  - Identification of gaps between applicable existing standards\*\* and current capabilities
  - Development of capabilities required to bridge gaps

\* NFPA 3000 provides the minimum requirements.

\*\* Existing standards include, but are not limited to: NFPA 99, NFPA 101\*, NFPA 450, NFPA 401, NFPA 1500, NFPA 1521, NFPA 1581, NFPA 1600, NFPA 1616, NFPA 1620, NFPA 1700, NFPA 1710, and NFPA 1720. For more information on any of these standards, visit [nfpa.org/docinfo](https://nfpa.org/docinfo)

**Yes No**

- Ensure that plans address coordination among agencies, including at a minimum the following:
  - Resource management
  - Staffing requirements
  - Integrated training with other disciplines
  - Health and medical issues (including responder behavioral health)
  - Financial responsibilities and management
  - Recovery and restoration
- Plans should provide a starting point for multi-agency and multi-disciplinary operations. Plans should be flexible so they can be adjusted as circumstances and environments change.

**Notes:**

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## Emergency Operations Plans (6.3)

**Yes No**

- Confirm that local jurisdictions have an emergency operations plan with guidance for prevention, preparedness, mitigation, response, and recovery for ASHE incidents.

**Notes:**

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## Standard Operating Procedures (6.4)

**Yes No**

- Check that SOPs are built around relevant core capabilities as identified by the EOP.
- Confirm that the SOPs contain at a minimum the following items.
 

<input type="checkbox"/> Introduction	<input type="checkbox"/> Training	<input type="checkbox"/> Equipment
<input type="checkbox"/> Scope	<input type="checkbox"/> Exercises	<input type="checkbox"/> Incident documentation and after-action reporting
<input type="checkbox"/> Purpose	<input type="checkbox"/> Response information and mutual aid	<input type="checkbox"/> Unique site-specific information
<input type="checkbox"/> Definitions	<input type="checkbox"/> Operations	<input type="checkbox"/> Continuity of operations
<input type="checkbox"/> Health and safety of responders	<input type="checkbox"/> Recovery	<input type="checkbox"/> Behavioral health support and recovery
<input type="checkbox"/> Pre-incident plans	<input type="checkbox"/> Threat assessments	
	<input type="checkbox"/> Consideration of operational impacts on the community	

**Notes:**

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## Post-Incident Procedures (6.5, Annex C)

Yes No

- Ensure that post-incident procedural steps are designed to do the following:
  - Assess and document actions
  - Restore capabilities
  - Address problems and unanticipated or unmet needs
  - Improve future state of preparedness and response capabilities
- Confirm that an operations debrief is planned to occur immediately after the event.
- Confirm that after action reports are completed and include input from all parties involved.
- Confirm that an ASHER program has specific processes that have to be followed after an active shooter/hostile event. The after action report should at least consider the following:
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> Post-incident debriefing</li> <li><input type="checkbox"/> Interviews</li> <li><input type="checkbox"/> Evidentiary collection</li> <li><input type="checkbox"/> Demobilization</li> <li><input type="checkbox"/> Victim and survivor assistance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Family notification and reunification as stated in Ch. 20</li> <li><input type="checkbox"/> Mortuary services</li> <li><input type="checkbox"/> Post-incident recovery and rehabilitation</li> <li><input type="checkbox"/> Social media review</li> <li><input type="checkbox"/> Incident documentation and reporting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Injury/exposure reporting</li> <li><input type="checkbox"/> Peer support debriefing and long-term behavioral and mental health interventions</li> <li><input type="checkbox"/> Continuity of operations</li> <li><input type="checkbox"/> Return to normal business</li> </ul>
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## Active Shooter/Hostile Event Response Guidelines (6.7)

Yes No

- Ensure that guidelines for response to an incident involving ASHE incidents are based on available resources, trained personnel, and capabilities necessary to perform assigned tasks.
- Confirm that as part of the ASHER program, the AHJ develops guidelines, procedures, or both that outline but are not limited to the following:
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> Unified strategic objectives</li> <li><input type="checkbox"/> Unified tactical considerations</li> <li><input type="checkbox"/> Interoperability among resources</li> <li><input type="checkbox"/> Resource needs</li> <li><input type="checkbox"/> Dispatching and notification procedures</li> <li><input type="checkbox"/> Public safety telecommunicator pre-arrival instructions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Predetermined mutual aid requests</li> <li><input type="checkbox"/> Staging management to avoid over-convergence</li> <li><input type="checkbox"/> Emergency operation center activation guideline</li> <li><input type="checkbox"/> Civilian action response and reaction plan</li> <li><input type="checkbox"/> Personnel recall</li> <li><input type="checkbox"/> Incident stabilization</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information sharing</li> <li><input type="checkbox"/> Considerations for those with access and functional needs</li> <li><input type="checkbox"/> Public information and media management</li> <li><input type="checkbox"/> Family or loved ones notification</li> <li><input type="checkbox"/> Victim and survivor assistance</li> <li><input type="checkbox"/> The transition to recovery</li> <li><input type="checkbox"/> Incident assistance center</li> </ul>
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## Operational Security (6.8)

Yes No

- Ensure operational security (OPSEC) is an integrated element of the organization/jurisdiction preparedness program.

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## Information and Intelligence Sharing (6.9)

Yes No

- Develop and maintain relationships that help facilitate intelligence and information sharing to coordinate response plans consistent with current threats. These formal relationships can include the following:
- Government fusion centers
  - Local/regional/tribal/state offices of emergency management
  - Law enforcement/fire/EMS partners

Notes:

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This material contains some basic information about NFPA 3000®, *Standard for an Active Shooter/Hostile Event Response (ASHER) Program*. It identifies some of the requirements in NFPA 3000® as of the date of publication. This material is not the official position of any NFPA technical committee on any referenced topic which is represented solely by the NFPA documents on such topic in their entirety. For free access to the complete and most current version of all NFPA documents, please go to [nfpa.org/3000info](https://nfpa.org/3000info). References to "Related Regulations" is not intended to be a comprehensive list. The NFPA makes no warranty or guaranty of the completeness of the information in this material and disclaims liability for personal injury, property and other damages of any nature whatsoever, from the use of or reliance on this information. In using this information, you should rely on your independent judgment and, when appropriate, consult a competent professional.

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