



Workplace Emergency & Active Shooter/Intruder Checklist

To be prepared for any emergency, especially active shooter and intruder incidents, be sure to have an emergency response plan available to all and practice it regularly, and use this handy workplace emergency checklist.

Everything below should be easily accessible by employees and emergency responders.

- Emergency evacuation plans
- Active shooter or intruder response plans
- AED (automated external defibrillator)
- First aid kits with contents that have not expired
- Guard911 mobile safety alert app

Workplace emergency kits can be stored in totes around the premises as it makes sense for the square footage, layout, and occupancy.

- Gunshot-wound type bandages
- Tourniquets
- Blood clot material
- Feminine pads (if gunshot-wound bandages are unavailable)
- Medical gloves
- Dust masks
- Sanitary wipes/hand sanitizer
- Whistle lanyards (may help find people among the chaos)

These items may be needed depending on the emergency, but are most likely on premises already and do not need to take up space in the emergency totes:

- Emergency blankets
- Drinking water
- Food
- Cord (bungee and/or rope)

[Guard911](#) emergency panic button apps empower our teachers, citizens, co-workers, and law enforcement officers in active shooter and armed intruder incidents with immediate emergency help in the palm of their hands.

Our apps are the **ONLY** emergency alert apps in the country with the federally approved Hero911 network of over 60,000 federal, state, and local officers. These officers receive the alert instantly and can typically be at your school, campus, daycare, business, church, theater, hospital, or organization faster than those dispatched through 911 when the alarm is activated.

This information is for educational and informational purposes.
It should not be considered legally binding advice or intended as a substitute for professional advice.