



NFPA 3000® ACTIVE SHOOTER / HOSTILE EVENT RESPONSE PROGRAM TEMPLATE

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 for more information and free access to the standard.

Purpose

The purpose of this template is to provide a resource for communities and facilities to document and formalize ASHER program components and participants. The program plan is designed to be a supplement to any emergency operations plan (EOP).

Note: This template provides the minimum criteria to formalize and document the components of an ASHER program. If you already have a documented ASHER program, use this template to help identify any potential gaps. The numbers in parenthesis that follow items below refer to a specific section in NFPA 3000.

ASHER Team (6.2.1)

Multi-agency and multidisciplinary relationships must be established for the development of plans, risk assessments, mutual aid agreements, and memoranda of understanding (MOU). ASHER teams should include, but are not limited to, the following members:

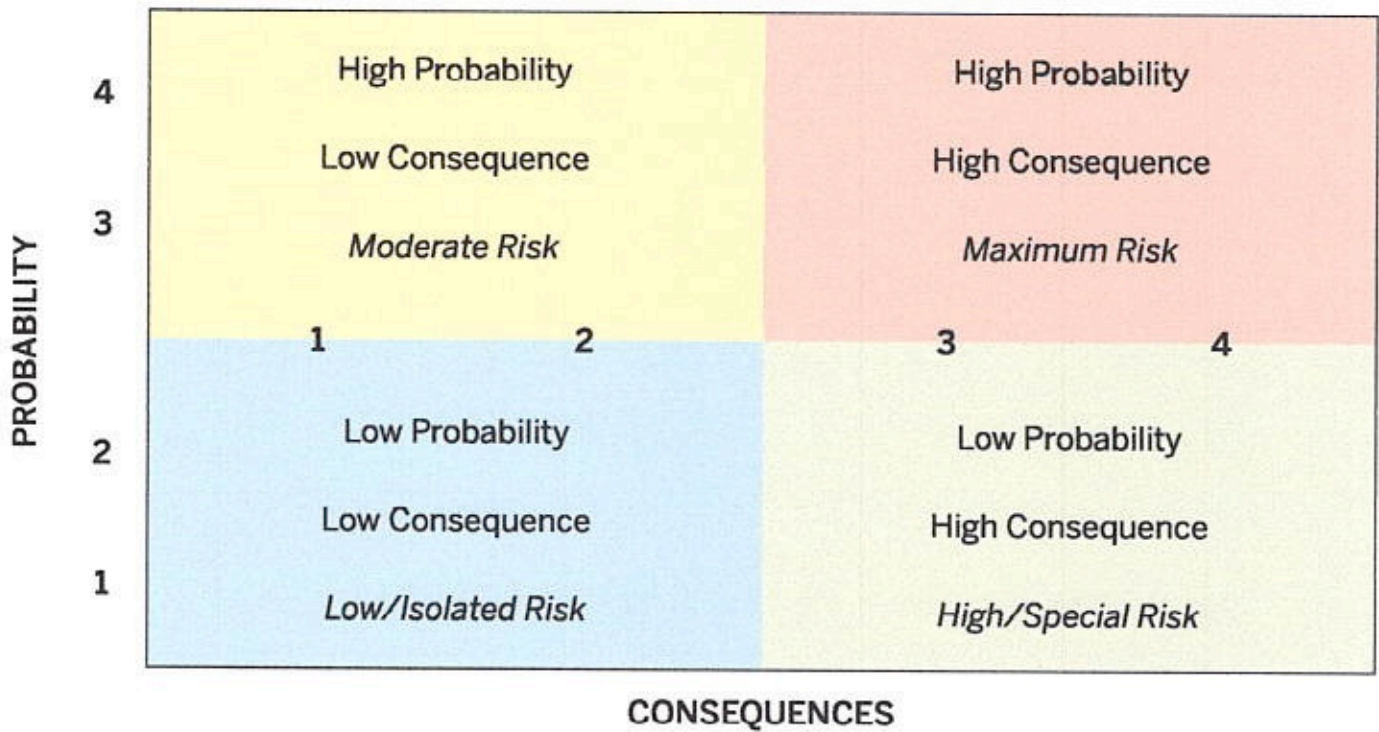
- Law enforcement
- Fire
- EMS
- Emergency management
- Communications (dispatch)
- Facility managers
- State officials
- Local officials
- Coroner/medical examiner
- Healthcare/hospitals
- Nongovernmental organizations
- Victim's services and advocacy groups

Risk Assessment Results (Chapter 5)

Perform a risk assessment for each area/facility to determine if the location is considered to be one of the following:

- Maximum risk
- High/special risk
- Moderate risk
- Low/isolated risk

Insert the overall results from the risk assessment here:



Plans (Chapter 6)

Below are the recommended threat/hazard annexes as part of an ASHER program followed by a format template to help write these guidelines and procedures.

Every state has an emergency operations plan (EOP) that complements the National Response Framework (NRF) and that works in concert with FEMA. Local jurisdictions must have a basic emergency operations plan supported by active shooter/hostile event **threat/hazard annexes** with guidance for mitigation, preparedness, response, and recovery.

Plans must include coordination between agencies, including:

- Resources
- Staffing
- Cross-training
- Health and medical issues
- Financial responsibilities and management
- Recovery and restoration

Threat/Hazard Annexes

Annexes are written as guidelines or procedures. Standard operating guidelines (SOGs) and standard operating procedures (SOPs) enable personnel to operate at an active shooter/hostile event incident where hazards are identified, risks are assessed, and response options are chosen based on the AHJ's concept of operations, available resources and capabilities, and the responders' level of training.

The annexes for an active shooter/hostile event program must contain SOGs and SOPs for the following:

- Unified strategic objectives
- Unified tactical considerations
- Interoperability among resources
- Resource needs
- Dispatching and notification procedures
- Telecommunicator pre-arrival instructions
- Predetermined mutual aid requests
- Emergency operation center activation trigger guidelines for response
- Secure-in-place
- Personnel recall
- Incident stabilization
- Information sharing
- Considerations for those with access and functional needs
- Social media management
- Family notification and/or reunification
- Establishing a safe and secure environment
- Supporting the transition to recovery
- Termination and post-incident plans

Guidelines and procedures specific to facilities should include the following:

- Doors and door mechanisms compliant with the 2021 edition of NFPA 101®, *Life Safety Code*®
- Assessment to support preparedness, protective actions, and communications
- Communications plan
- Alert and warning plans
- Personal emergency preparedness training for protective and medical actions for individuals to take before, during, and after an ASHE incident

Termination and post-incident plans must include the following:

- Post-incident debriefing
- Interviews
- Evidentiary collection
- Demobilization
- Victim and survivor assistance
- Family notification and reunification
- Mortuary services
- Post-incident recovery and rehab
- Social media review
- Incident documentation and reporting
- Injury/exposure reporting
- Peer support debriefing as well as long-term behavioral and mental health interventions
- Continuity of operations
- Return to normal business

Recovery Plan (Chapter 20)

While most communities have recovery plans for all events, active shooter/hostile events have unique challenges. Please review Chapter 20 and add specific planning notes for active shooter/hostile events that address the following phases of recovery:

- Immediate recovery
- Early recovery
- Continued recovery

Plan/SOP/SOG Suggested Format (Chapter 6)

Goals and objectives should consider the following:

- Use SMART* goals and objectives
- Determine courses of action:
 - What is the action?
 - Who is responsible for the action?
 - What resources are needed to perform the action?
 - How will the action affect specific populations, such as individuals with disabilities and others with access and functional needs who may require medication, wayfinding, evacuation assistance, or personal assistance services, or who may experience severe anxiety during traumatic events?

The plan/SOP/SOGs should contain at a minimum the following items:

1. Introduction
2. Scope
3. Purpose
4. Definitions
5. Health and safety of responders
6. Response information and mutual aid
7. Operations
8. Equipment
9. Unique site-specific information
10. Pre-incident plans
11. Threat assessments
12. Consideration of operational impacts on the community
13. Training
14. Exercises
15. Recovery
16. Continuity of operations
17. Behavioral health support and recovery
18. Incident documentation and after action reporting

For more guidance on SOG/SOP development, see *NFPA 1600**, *Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs*.

*Goals should be written using the SMART framework: Specific, Measurable, Attainable, Reasonable, Time based.

Plan/SOP/SOG Template

Fill in the areas below based on the information covered on the previous pages.

Hostile Event:

Name or other identification of area/facility:

Introduction:

Scope/Purpose [SMART* Objective(s) and Goal(s)]:

Applicable Definitions:

*Goals should be written using the SMART framework: Specific, Measurable, Attainable, Reasonable, Time based

Functions/Action Plans/Operations

What is the action?

Who is responsible for the action?

How will the action affect the health and safety of responders? What is the plan to protect the health and safety of responders?

What is the plan to train and exercise the action(s)?

What response information and mutual aid agreements apply to the action?

What resources (equipment) are needed to perform the action?

How will the action affect specific populations, such as individuals with disabilities and others with access and functional needs who may require medication, wayfinding, evacuation assistance, or personal assistance services, or who may experience severe anxiety during traumatic events?

What is the community recovery plan?

Is there unique site-specific information?

What is the business continuity plan during crime scene investigations?

What mental health support and recovery resources are in place?

Annex

Glossary

Documentation

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/docinfo. 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.

