

Active Assailant Preparedness, Response, and recovery checklist for Food Retailers

Active assailant incidents can happen at any time and place. Keeping your employees safe and your business resilient starts with planning. Use this checklist along with the Active Assailant Preparedness, Response, and Recovery Guidelines to ensure that your food retail facility is well-prepared for any major workplace violence incident.

Pre-Incident Planning	✓
Have you developed an active assailant response plan (ie. FMI Active Assailant Guide)?	
Have you developed a Crisis Response team?	
Have you established a liaison to coordinate with local first responders?	
Do you meet with law enforcement annually to discuss your organization’s Active Assailant Response Plan?	
Do you conduct active assailant preparedness and response training with staff?	
Do you train staff to recognize and report suspicious activity, early warning signs, and how to handle high risk terminations?	
Have you established emergency escape procedures and clearly mark emergency exits?	
Have you numbered all perimeter doors outside and inside so first responders can easily identify your location or that of the assailant?	
Have you identified “hide” or shelter locations?	
Are your security cameras and video surveillance equipment in working order?	
Have you established an annual exercise program to test procedures and identify gaps?	
Have you identified a list of external stakeholders that you may need to reach out to (ie. Insurance, biohazard clean-up, charitable organization, etc.)?	

Incident Planning	✓
Are employees prepared to implement the Run-Hide-Fight concept?	
Do emergency plans account for people with disabilities?	
Do employees have access to secure interior spaces with lockable doors or means of barricading?	
Are all exit doors clearly marked and can be opened from the interior without any special knowledge, keys, or tools?	
Are employees trained on the protocols for alerting law enforcement and the information to convey?	
Do employees understand how to lead or direct patrons to the nearest evacuation routes (run) and identified secure areas (hide)?*	
Do you have a technology platform (text messaging, mobile phone applications, etc.) established to disseminate information to and from employees?	
Have you established a reunification site or check-in process for staff post-incident?	
Are employees trained in what to do when law enforcement arrives?	
Have you created a "go kit" for law enforcement, including items such as the staff list, the daily schedule, facility map, and master key, etc.?	
Has a template been generated to transmit essential information to both law enforcement and occupants when an active shooter situation takes place?	

*Although encouraged to "lead" or "show" patrons to exits, this should not be done at the expense of the employee's safety

Post-Incident Recovery Planning	✓
Are you prepared to activate the Crisis Management Team?	
Are you prepared to activate your crisis communications plan to respond timely and accurately during the emergency and in the days that follow? (ie. FMI Crisis Communications Guide)	
Have you established who will respond or communicate with victims, families, media, and/or government officials?	
Are you prepared to reach out to key stakeholders (ie. Insurance, biohazard clean-up)?	
Are you prepared to provide counseling support services as needed?	

Do you maintain a list of local, state and federal mental health resources (such as NIMH or NAMI)?	
Have you established a contingency plan to ensure mission-essential functions can be carried out?	
Is there a transition plan to resume normal business operations?	

First Aid	✓
Have an adequate number of employees received first aid, CPR, and Stop the Bleed training?	
Are first aid and Stop the Bleed kits available in the facility?	
Are the locations of first aid and Stop the Bleed kits clearly labeled and visible?	

Emergency Procedures	✓
Is your building's address visible to emergency vehicles from the street or driveway?	
Can emergency vehicles easily gain access to your facility?	
Is the fire lane free of vehicles or other obstructions?	
Can emergency alarms be seen and heard from an appropriate distance?	
Are emergency exits clearly marked, accessible, and easy to find?	
Has the emergency communication system been tested recently?	
Have emergency points of contact been appointed for all work areas?	
Are the names and contact information for emergency points of contact posted in a highly visible area?	