



SAFETY ASSESSMENT TOOL

For Building Emergency Action Plans

The Gainesville Police Department has provided this form to accompany the Response to Active Shooter Training that you have received. This tool will help provide guidelines and structure into building an Emergency Action Plan specifically for individual departments or offices. Please follow the instructions provided in each section. For questions, please contact your supervisor or the Crime Prevention Unit at 352-393-7752.

This document is CONFIDENTIAL and EXEMPT from Public Record Disclosure pursuant to FSS 119.071(3)(a)

Section 1; General Information

<u>Division</u>	<u>Address</u> _____.
<u>Division Head</u>	<u>Building</u> _____.
<u>Supervisor</u>	<u>Floor</u> _____.
<u>Assessment Completed by</u>	<u>GPD Assessor</u> _____.

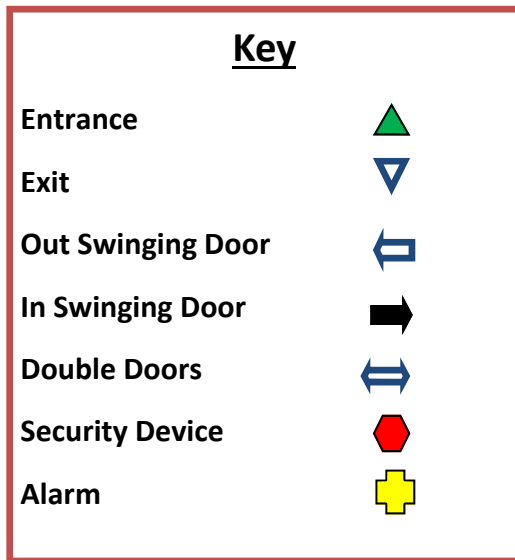
Section 2; Area Overview

<u>Number of Entrances</u> _____	<u>Number of Fire Alarms</u> _____.
<u>Number of Exits</u> _____	<u>How Many Cubicles</u> _____.
<u>Number of Offices</u> _____	<u>Number of Restrooms</u> _____.
<u>Number of In Swinging Doors</u> _____	<u>Number of Double Doors</u> _____.
<u>Number of Out Swinging Doors</u> _____	<u>Are There Security Cameras</u> _____.
<u>Front/Receptionist Desk</u> <u>Yes or No</u>	<u>Is There Security Staff</u> _____.
<u>Active Shooter Security Devices</u> <u>Yes or No</u>	
<u>If Yes, Describe Which Devices and How Many</u>	

Section 3; Floor Plan

For this section, you will need a floor plan/map of your assessment area. Please contact To receive a copy of the required floor plan.

The Key below is to identify all of the entrances, exits, alarms and doors on the floor plan. Use the symbols from the key and place them on the map. This will help visualize the Emergency Action Plan.



Section 4; Building the Plan

The following are guidelines and questions to answer when assembling the Action Plan.

Does everyone know where each exit leads?

Which offices provide the best cover/concealment?

Which offices or doors have Security Devices?

Where is the designated safety area off of the property?

How will people notify other of the situation at hand?

Who is designated to account for the people at the safety area?

Is everyone trained on what to say to the 911 operator?

Which offices have furniture to block doors?

Know where potential improvised weapons are in each office.