



# Individual Emergency Action Plan (iEAP)

Personal Guide to Creating an iEAP in a Workplace,  
Emphasis on Active-Shooter Response

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FEMA



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## 11. Floor Plan

This page is reserved for your floor plan(s). We recommend making a photocopy of the emergency evacuation map and having a few copies in this individual emergency action plan (iEAP). If you work on multiple floors, we also recommended that you make copies of other floors as well. The following sections of this document will be guided to make important annotations to your map(s), identifying escape routes, potential hiding locations, and more.



PAGE RESERVED FOR FLOOR PLAN

## 12. Before You Get Started

It is essential that your iEAP works in line with your building and your organization's emergency operations plans. Below are a few key questions that you should be able to answer by speaking with your supervisor, threat management team member, evacuation team leader, floor warden, or other key individual who has a role in your organization's emergency operations plan. If your organization doesn't have an emergency operations plan, consider starting an initiative within your building or organization to create one. Toward the end of this document are links to many resources to assist in developing an organization's emergency operations plan.

Who are the primary and alternate (P/A) individuals on your floor or in your building who hold key positions during an emergency? You may refer to your organization's emergency operations plan or speak with your supervisor, to complete the following.

Table 1: Key Individuals on Your Floor or in Your Building

<i>P/A</i>	<i>Position</i>	<i>Name</i>	<i>Phone Number</i>	<i>Email</i>

**Notification of an Active Shooter:**

How does your organization warn employees of a confirmed or suspected active shooter?

- PA Announcement                       Text Messages                       Emails
- Other \_\_\_\_\_

**Contacting Law Enforcement:**

Does the jurisdiction in which your workplace is located have text to 9-1-1?

- Yes               No

Does the jurisdiction in which you live have text to 9-1-1?

- Yes               No
-



## 13. Know Your Building

The best way to prepare for an emergency (e.g., fire, earthquake, tornado, or active shooter) is to know your building and develop a plan that is customized to your surroundings. In this plan, you will plan your actions to Run, Hide, and Fight in case of an active shooter incident. After you create your iEAP, we encourage you to practice that plan both mentally and physically.

### 13.1. **Make a Copy of Your Floor's Evacuation Map**

If you haven't yet, take a moment to find a copy of your floor's evacuation map and make a copy of it. In this and following sections you will be asked to make notes directly on it.

## 14. Prepare to Run

### 14.1. Step 1a: Exit Locations

On your floor’s evacuation map, identify all exits. If you are on a floor without direct exits, make note of all stairways, escalators, and elevators. If windows exist that you can use to escape, mark those on the map, too. Identifying all exits is essential for later steps. If you do not have access to an evacuation map, take this time to list all the exits in your building.

### 14.2. Step 1b: Rally Points

Identify the rally points—destinations you and your fellow employees and visitors will move to after you have evacuated your building. Just getting out of the building is not enough; you need to move far enough away and behind cover and concealment to ensure you and those you are with are safe. Be sure to check with your organization’s emergency operations plan to identify potential rally points in the case of an active-shooter situation.

Table 2: Exit Locations and Rally Points

<i>Exit Name</i>	<i>Location</i>	<i>Rally Point</i>	<i>Access Issues</i>
NW stairwell exit	Northwest corner of the building	Public park on Elm St., 1/2 mile away OR parking lot outside the grocery store 1/3 mile away	Doors are always unlocked

### 14.3. Step 2: Frequently Visited Locations

On your floor’s evacuation map, identify your primary work location and any secondary locations you tend to occupy. Consider bathrooms, conference rooms, regularly visited coworker’s locations, cafeterias, breakrooms, and any other locations you tend to visit often. If you do not have access to an evacuation map, take this time to list all frequently visited locations in your building.

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Table 3: Frequently Visited Locations

<i>Location Name</i>	<i>Location</i>	<i>Building/Floor</i>
Cafeteria	Southwest corner of basement	Access limited to the east west doors

#### 14.4. Step 3: Hazard Locations

Identify hazards that may create additional danger during an escape on your evacuation map. Hazards during an active-shooter situation include open areas such as cafeterias, open-office floor plans, and interior windows. These areas are hazardous as they may allow an active shooter to see you from a distance. If you do not have access to an evacuation map, take this time to list all hazard locations in your building starting with those closest to you.

Table 4: Hazard Locations

<i>Hazard Location Name</i>	<i>How to Avoid It</i>
Open cubical space in the middle of the 2nd floor	My desk is in the cubical room. There is a hallway directly behind my desk and about 10 ft to the left. I can quickly move there and I am still able to access one exit in that direction.

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## 14.5. Step 4: Escape Routes from Your Primary Work Location

Now that you have identified all exits and your most frequently visited locations, identify evacuation routes. Starting with your primary work location, identify at least two routes from your primary work location out of the building. As you consider which exits to take, consider their proximity, any hazards you may need to pass as identified in Step 3, and note hide locations along your run route. It may be wiser to take an exit further from your work location depending on hazards and the situation you may face. If you do not have access to an evacuation map, take this time to list at least escape routes from your building. If you do have an evacuation map, draw the routes on the map.

Table 5: Escape Routes from Your Primary Work Location

<i>Exit Destination</i>	<i>Route</i>
Northwest stairwell	Leave my desk and walk towards the break room (north), turn left into the larger hallway, and proceed to the stairwell, walk down two flights of stairs and exit the building. Move quickly away from the building and behind the large brick wall about a 1/4 mile away.

## 14.6. Step 5: Prepare to Run - Rehearsals

Congratulations! You have made your plan of escape. This work will help in case of any emergency if you must evacuate your building. This step is to rehearse your plan. Rehearsing your plan, will build the muscle memory needed to help you make faster and more informed decisions.

### 4.6.1. MENTAL REHEARSALS

Plans to escape an active shooter should be dynamic and flexible. Take time to consider different locations or scenarios an active shooter might be located, and consider what part of the building you might be located. Annotate these updates on your evacuation map. Now, consider a location on the map where the shooter and you might be located. Consider how you might evade the shooter. Consider different scenarios that would prompt you to run. We will cover the concepts of hiding and fighting in later sections. If you do not have

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access to an evacuation map, take this time to write out two scenarios that would make running the best option. Taking time to visualize the scenario and the route you imagine taking will help you be prepared if you ever need to use it.

Table 6: Mental Rehearsals

<i>Active-Shooter Location</i>	<i>Your Location</i>	<i>Evacuation Route</i>
Elevator 3rd floor	My desk 2nd floor by the stairwell	Leave my desk. Quickly and carefully move to the stairwell, listen at the door before opening it. If it sounds safe, open the door and move quickly down the stairs. Exit through the emergency exit and move the rally point by the docks at Building C 1/3 of a mile away

#### 4.6.2. PHYSICAL REHEARSALS

While mental rehearsals are essential, physically walking through your plan is also key. By walking through your plan, you are able to further build your muscle memory and confirm its feasibility. Confirming feasibility is essential as you might miss a locked door or a hazard you might not have noticed in the past. After you conduct your physical rehearsal, be sure to modify your plans as needed.

#### Physical Rehearsals

Take note below of each of the routes you would like to navigate. Add a tally mark for every time you rehearse that route.

Table 7: Physical Rehearsals

<i>Tally</i>	<i>Route</i>
	Leave my desk. Quickly and carefully move to the stairwell, listen at the door before opening it. If it sounds safe, open the door and move quickly down the stairs. Exit through the emergency exit and move the rally point by the docks at Building C 1/3 of a mile away.

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## 15. Prepare to Hide

### 15.1. Step 1a: Identify Potential Hiding Locations

On your floor's evacuation map, identify ideal hiding locations. Begin closest to your primary work location and continue to work along your evacuation routes. Below are criteria for the best hiding locations. Use your evacuation map to identify potential hiding locations.



#### The best hiding places have the following attributes:

- The door is thick metal or solid wood
- The door locks from the inside.
- The door turns inwards
- You can turn the lights off
- You can barricade the door
- There are no windows facing the hall
- The exterior windows have shades that can be drawn
- There are objects within the room that you can use for additional cover, such as a desk or a table; ensure you are able to move it

#### 5.1.1. HIDING LOCATIONS

Use the table below to identify which attributes each location does and does not possess. Visit each location to confirm that the room has all the attributes identified and that they are in good working order.

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Table 8: Hiding Locations

<i>Location</i>	<i>Visit each location to confirm</i>	<i>Thick door</i>	<i>Locks from inside</i>	<i>Door opens inward</i>	<i>Lights turn off</i>	<i>Can barricade door</i>	<i>No internal windows</i>	<i>Windows have shades</i>	<i>Additional Cover</i>
Conference room			X	X	X	X	X		X

### 15.2. Step 1b: Identify Additional Hiding Locations

Active shooters are dynamic and changing threats; considering different scenarios is essential to being prepared. As you are running to escape, you may find an exit locked, or a shooter might be located between you and a nearby exit. Hiding might be the only option. Identify additional hiding locations along your primary and alternate evacuation routes. Add them to the list above, and annotate them on your evacuation map.

### 15.3. Step 2: Prepare to Hide - Rehearsals

Way to go! You are making progress. Much like the rehearsals you conducted during the “run” portion, rehearsing to hide ensures you are prepared with possible options if tragedy strikes. Rehearsals in this section may include getting to the hiding location and your actions once you are there.

#### 5.3.1. MENTAL REHEARSALS

As mentioned above, we encourage you to conduct mental rehearsals on both getting to your hiding locations and the actions you would take once inside your location.

#### Mental Rehearsals to get to the Hiding Location

As you conduct mental rehearsals to navigate to your hiding location, consider the unique situation that would prompt you to select that location.



Table 9: Mental Rehearsals

<i>Active-Shooter Location</i>	<i>Your Location</i>	<i>Hiding Location and Directions</i>
2nd floor stairwell	Supervisor's office 2nd floor	Washroom: Since my supervisor's office has windows and doesn't lock, I will navigate across the hall to the washroom.

### **Mental Rehearsal After Arriving at the Hiding Location**

Visualize the following steps as if you were inside each of your hiding locations. Focus on one hiding location at a time.

1. Close the door
2. Lock the door
3. Barricade the door
4. Turn the lights off
5. Silence your phone, and turn off vibrations
6. Cover windows
7. For exterior windows (when it is safe, write how many people are in the room for law enforcement)
8. Move behind additional cover in the room
9. Wait for law enforcement

#### **5.3.2. PHYSICAL REHEARSALS**

Ensure you make time to conduct the three types of physical rehearsals for “hide.”

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1. Consider a unique active-shooter scenario and navigate to a specific hiding location, ideal for that scenario.
2. Walk through your hiding locations and confirm or deny the attributes of each location. Try to lock the door, turn the lights off, etc. Ensure everything is in good working order.
3. Practice going through each of the steps listed above in each hiding location. Physically rehearsing the actions once you arrive at your hiding location may seem silly; but remember, when you are under extreme stress, the easiest tasks are sometimes extremely difficult. Rehearsing them ahead of time can aid in a moment of extreme stress.

### Physical Rehearsals

Take note below of each of the hiding locations you would like to navigate. Add a tally for every time you rehearse that route.

Table 10: Physical Rehearsals

<i>Tally</i>	<i>Hiding Locations</i>
	Washroom: Since my supervisor's office has windows and doesn't lock, I will navigate across the hall to the washroom.

## 16. Prepare to Fight

### 16.1. Tools for the Fight

When preparing to fight, consider objects around you that you may use to fight an attacker. Tools such as scissors, chairs, letter openers, and fire extinguishers may all be used to fight an attacker. Using these tools with people around you can help make ensure everyone's' survival. Remember, fighting is the last option and should only be used if you are unable to run or hide. Below, identify tools you could use to fight and their locations.

Table 11: Tools for the Fight

<i>Tool</i>	<i>Location</i>	<i>Tool</i>	<i>Location</i>
Scissors	Top left desk drawer	Fire extinguisher	Northwest hallway by the bathroom

## 17. Medical Support

### 17.1. Medical Kits

Take time to identify the locations of first aid and trauma kits. Annotate these on your evacuation map. We also recommend taking note of their locations below, and, when possible, identify what supplies are in the kits. You may also identify nearby items that may be improvised medical supplies.

Table 12: Medical Kits

<i>Type of Kit</i>	<i>Location</i>	<i>Contents</i>
TECC (Tactical Emergency Casualty Care Kit)	Outside 2nd floor bathroom	2x tourniquet, 3x gauze, 1x nasopharyngeal, 1x scissors, 2x pair latex gloves large, 1x bandage, large

#### 7.1.1. MEDICAL SUPPORT REHEARSALS

We highly recommended that you seek additional training on the medical tasks highlighted in this course. After you receive additional training, or if you have already received such training, it is recommended that you engage in regular mental and physical rehearsals.

Key medical tasks include the following:

- Moving a casualty;
  - Stopping stop bleeding from the head, extremities, abdomen, and chest;
  - Applying a chest seal;
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Individual Emergency Action Plan (iEAP)

- Positioning a victim; and
- Providing psychological support.

Congratulations! You have completed your iEAP. Creating the plan is the first step. Conducting regular rehearsals a few times a year is essential to ensuring you remember the plan if tragedy strikes.

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## 18. Additional Resources

### 18.1. Individual Support to Prepare for an Active-Shooter Incident

#### **Active Shooter Scenario – Individual Preparedness Activities**

[https://www.fema.gov/sites/default/files/2020-10/fema\\_scenario\\_1-active\\_shooter-01102020.pdf](https://www.fema.gov/sites/default/files/2020-10/fema_scenario_1-active_shooter-01102020.pdf)

A key element to successfully responding to and recovering from a major disaster is the overall preparedness of individual citizens and their families. With that in mind, we invite you to participate in a series of “What would you do?” scenarios with your coworkers or family to assess your level of preparedness.

#### **Active Shooter Scenario – Individual Preparedness Activities (ANSWER KEY)**

[https://www.fema.gov/sites/default/files/2020-10/fema\\_scenario\\_1\\_active\\_shooter\\_TTX\\_answer\\_key-01102020.pdf](https://www.fema.gov/sites/default/files/2020-10/fema_scenario_1_active_shooter_TTX_answer_key-01102020.pdf)

#### **Active Shooter Preparedness; Employee Vigilance, Department of Homeland Security (DHS), Cybersecurity and Infrastructure Security Agency (CISA)**

<https://www.cisa.gov/employee-vigilance-and-de-escalation>

Industries face a variety of threats, both internal and external, from hostile governments, terrorist groups, disgruntled employees, and malicious introducers. Alert employees can spot suspicious activity and report it. The power is in the employee, citizen, patron, or any person who can observe and report.

#### **Active Shooter Preparedness Workshop/Webinar, DHS, CISA**

<https://www.cisa.gov/active-shooter-workshop-participant>

Provides access to many guides, videos, and resources to aid in your preparation for a potential active-shooter situation.

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## 18.2. **Creating or Refining Your Organization's Emergency Operations Plans**

### 8.2.1. GUIDES AND TEMPLATES

#### **Emergency Action Plan Guide, DHS, CISA**

<https://www.cisa.gov/sites/default/files/publications/active-shooter-emergency-action-plan-112017-508v2.pdf>

#### **Emergency Action Plan: Active Shooter Template, DHS, CISA**

<https://www.cisa.gov/sites/default/files/publications/active-shooter-emergency-action-plan-template-112017-508.pdf>

#### **Developing and Maintaining Emergency Operations Plans; Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency (FEMA)**

<https://www.fema.gov/emergency-managers/national-preparedness/plan>

#### **Active Shooter Emergency Action Plan Video, DHS, CISA**

<https://www.cisa.gov/active-shooter-emergency-action-plan-video>

#### **Emergency Response Plan, Ready.gov, FEMA**

<https://www.ready.gov/business/implementation/emergency>

#### **Emergency Response Plan Template, Ready.gov, Federal Emergency Management Agency**

[https://www.ready.gov/sites/default/files/2020-09/business\\_emergency-response-plans.pdf](https://www.ready.gov/sites/default/files/2020-09/business_emergency-response-plans.pdf)

## **Guide for All-Hazard Emergency Operations Planning, FEMA**

<https://www.fema.gov/pdf/plan/slg101.pdf>

### 18.3. **Websites**

Ready.gov

<https://www.ready.gov/>

Launched in February 2003, Ready is a National public service campaign designed to educate and empower the American people to prepare for, respond to and mitigate emergencies, including natural and man-made disasters. The goal of the campaign is to promote preparedness through public involvement.



**Important Phone Numbers**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>▪ <u>Supervisor:</u> (name)<br/>Desk number:<br/>Cell (work):<br/>Cell (personal):</li><br/><li>▪ <u>Coworker:</u> (name)<br/>Desk number:<br/>Cell (work):<br/>Cell (personal):</li><br/><li>▪ <u>Security</u><br/>Front desk number:<br/>Other number:</li><br/><li>▪ <u>Human resources</u><br/>Employee support:<br/>Conflict resolution:</li></ul> | <ul style="list-style-type: none"><li>▪ Available 24 hours a day<ul style="list-style-type: none"><li>○ National Suicide Hotline: 9-8-8</li><li>○ Emergency Services: 9-1-1</li><li>○ Local Police District Number:</li></ul></li></ul> |
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