

TEXAS DEPARTMENT OF PUBLIC SAFETY

ACTIVE SHOOTER ALERT REQUEST FORM

Call (512) 424-7981 or (866) 786-5972 or Fax (512) 424-7418

Requesting Agency Information

**Required Fields in red with an asterisk*

INITIAL

UPDATE

* Request

* Date of Request

* Name of Requesting Agency

* Contact number for Requesting Agency

* Fax number for Requesting Agency

* Name/Title of Investigating Officer

* Cell phone number for Investigating Officer

* Phone number for media inquiries

Activation Criteria:

1. An active shooter is in the requesting agency's jurisdiction

Active Shooter – an individual actively engaged in killing or attempting to kill people in a populated area. (*Federal Bureau of Investigation*)

YES

NO

IF THE ANSWER TO 1 IS YES, CONTINUE:

2. Determination that an Active Shooter Alert would assist individuals near the active shooter's location

YES

NO

IF THE ANSWER TO 1 & 2 ABOVE IS YES, CONTINUE:

3. Verification exists of the active shooter situation through a preliminary investigation by the requesting agency

YES

NO

IF THE ANSWER TO 1, 2 & 3 ABOVE IS YES, CONTINUE:

4. The active shooter's last known location is identifiable

YES

NO

I have authority to submit this request on behalf of my agency (*Requester acknowledges they are aware an Active Shooter Alert activation consists of alerting all cellular devices within a specified mileage radius via Wireless Emergency Alert (WEA). A similar notification alert will occur for the discontinuation and utilization of other available resources.*)

- ❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure circumstances meet criteria. Do **NOT** send ACTIVE SHOOTER ALERT requests if the answer is **NO** to **ANY** of the alert criteria. **If activated, your request is only valid for a period of 1 hour.** The Department of Public Safety will contact the requesting agency 15 minutes before the ending of each hour for status updates. Any extension must be requested prior to or during the 1st hour contact from the Department of Public Safety. Contact (512) 424-7981 or (866) 786-5972 for all extension requests.

Incident Date:

Time:

Suspect is: On foot

In vehicle

Last known location:

Zip code for location:

Recommended alerting radius mileage (up to 50 miles):

Suspect #1
description:

Request Form Instructions

Option 1:

Submit Request via Email

1. Once completed, please email the form and any photos to **TXFC@dps.texas.gov**.
2. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the email request.

Option 2:

Submit Request via Fax

1. Once completed, print and fax the request form to the TXFC at **(512) 424-7418**.
2. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the faxed request.