

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.*)

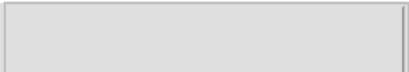
❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure circumstances meet criteria. Do **NOT** send ACTIVE SHOOTER ALERT requests if the answer is **NO** to **ANY** of the alert criteria. **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. All request forms can be completed online using **Internet Explorer and Safari**. All other internet browsers will require the user to save the request form to the desktop and complete using **Adobe Reader**.

If you do not have Adobe Reader, you can get a free version [here](#).

2. Once the request form has been completed online or in Adobe Reader, save the final version to the desktop.
3. Select the "Send Request to DPS" button within the request form, launching an email addressed to tx_Alerts@dps.texas.gov. The email will contain the completed request form (as an attachment), and is now ready to be sent to the Department of Public Safety.

Note: If the email fails to launch, you will need to manually create a new email message and attach the request form.

4. 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. Save the request form to the desktop.
2. Complete the request form in Adobe Reader.

If you do not have Adobe Reader, you can get a free version [here](#).

3. Save the final version of the request form to your desktop.
4. Print and fax the request form to the Department of Public Safety at (512) 424-7418.
5. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the faxed request.