



Indiana State Police

911 Emergency Information Quick Reference Guide

1. What is the address of the incident?
 - What floor/location is the incident occurring?
 - What is the name of the building where the incident is occurring?
2. What type of weapons do you believe are involved (Guns, Explosives, Knives, etc.)?
 - How many gunshots have you heard?
 - Semi automatic or Fully automatic (time between shots)
 - When did you last hear a gunshot?
 - Was it a rifle or a pistol?
 - Was it a short or large knife?
 - Did you see an explosive device? What did you see? Did you see any wires, batteries?
3. How many persons are involved?
4. Where did you last see the person(s) involved in the incident?
 - Can you describe the area?
 - Have any of the persons involved left?
 - Did someone leave in a vehicle? If so what is the description of the vehicle?
 - Remember (CYMBALS)
 - Color
 - Year
 - Make/Model
 - Body Style (2 door, 4 door, Truck, SUV, Wagon)
 - Additional Description (damage, artwork, letting, tint)
 - License Plate Number
 - State license plate is issued from
 - What is the description of the involved person(s)?
 - Race
 - Gender
 - Clothing
 - Age
 - Hat
 - Jewelry
 - Other characteristics (voice, tattoos, piercings, facial hair, clothing)
 - Hair color
 - Name
 - Anything you feel will readily identify this person from others
5. Are you safe (in a safe & secure place)?
 - Do you have any weapons?



- Are you injured?
 - How many people are with you?
 - Is there a police/security officer on site?
 - Is he/she in uniform?
 - Is he/she armed?
 - Is anyone else in the building armed?
 - Where would they be?
 - What are their names?
 - What would they be wearing?
6. Can you safely exit the building?
- If no exactly where are in the building?
 - What is the best/fastest way to find you?
 - Can you fortify the room?
 - Can you lock the doors?
 - Can you turn off the lights?
 - Can you cover windows?
 - Have everyone silence his or her phones!
7. Can you stay safe if you talk?
- Was the involved person(s) wearing body armor or bulletproof vests?
 - Did you hear the involved person(s) say anything?
 - If so what did you hear?
 - Can you describe what exactly you saw the person(s) involved carrying?
 - Do you know if the involved person(s) arrived in a vehicle?
 - If so, do you know where the vehicle is?
 - Do you know if the involved person(s) have taken any hostages?
 - How many?
 - Where are they being held?
 - How many people are injured?
 - Do you know who is involved?
 - If so, can you name them?
 - Do you have a picture of him/her?
 - What triggered this incident?
 - When did this start?
 - Do you see any smoke?
 - Are the fire alarms going off?
 - Is there anything else that stands out in your mind?
8. Are the building doors locked? Are any of the doors unlocked? What doors are unlocked?
- How should first responders access the building?
 - Where can we find maps of the building?
 - If anyone leaves please tell me immediately!
 - If the attacker comes, keep quiet, and hide if possible.