

**School Name:**

**Date of Drill:**

**Drill Coordinators:**

- **Law Enforcement:**
- **School:**

**Step 1: Assess Needs & Determine General Scenario**

Research what physical or geographical components of the school are most vulnerable. What are the threats, man-made and natural, to your school? Review the analysis of hazards within your plan.

\_\_\_\_\_

Review the history of incidents, if any \_\_\_\_\_

\_\_\_\_\_

Determine what crisis functions need to be drilled or tested:

1. Communications

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Are there any current concerns for the school – recent incidents, changes in demographics, or other concerns that may need a better look? \_\_\_\_\_

\_\_\_\_\_

**Step 2: Identify Purpose**

Are you testing a new or revised plan? \_\_\_\_\_

Have you seen a problem that needs to be resolved? \_\_\_\_\_

Is there a new law or regulation? \_\_\_\_\_

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Do you have new staff or students that require training on policies and procedures? Drills are a great way to introduce staff and students to the emergency plan. :

Define your Drill purpose:

### **Step 3: Determine Scope**

Where will the Drill take place?

What are the time limits of the Drill?

What functions will be examined during the drill? (*I.e., communications, incident command, etc.*)

How many players will there be? Are cooks, custodial staff, bus drivers, substitute teachers, nurses, counselors, and others who are not always present on the campus included?

What agencies are involved?

What emergency action are you testing?

☐ Lockdown    ☐ Lockout    ☐ Shelter-in-Place    ☐ Evacuation    ☐ Reunification

### **Step 4: Identify Who Should Be Involved**

Will the drill be developed for an individual school building in the District/School System, or for every school in the District?

Name of School and POC info for Coordination:

Identify which public safety agencies will be invited to participate in the drill, remembering that the drill is for the purpose of examining the school staff actions/reactions in the event of an active shooter, and not examining the coordinated public safety response to an active shooter. However, any public safety agency which would logically respond to a major active shooter incident at a school should be identified and invited to participate, including state and federal agencies. Don't forget fire and EMS.

Name of Agency and POC info for Coordination:

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### **Step 5: Develop Objectives**

What do you want to accomplish?

- S = Specific – What exactly do you want to accomplish
- M = Measurable – Can it be measured, how?
- A = Achievable – Can you get it done in the time given?
- R = Realistic/Relevant – Will it lead to desirable results? Are you ready?
- T = Timely – When will it be accomplished?

Drill Objective 1:

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Drill Objective 2:

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Drill Objective 3:

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Drill Objective 4:

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***\*One to two objectives are sufficient for smaller drills.***

### **Step 6: Compose a Scenario**

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What is the incident, and where does it occur?

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What threats are involved in the incident – single vs multiple active shooters? Guns only? Bombs?

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What time did the incident occur?

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What advance warning, if any, is available?

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How do players learn of the incident? *(May differ by position)*

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How many casualties are there? *(If any)*

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What resources and structures, if any, are damaged or compromised in the incident? (PA System down, cellular network overloaded, school leadership or SRO out or down at the start of the incident, etc.)

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Scenario Narrative:

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### **Developing Injects and Expected Actions (Events & Messages)**

Will there be injects after the initial start of the drill?

How long before first law enforcement arrives on scene?

Drill Time (start + number of minutes): \_\_\_\_\_

Inject Delivered From: \_\_\_\_\_ Inject Delivered To: \_\_\_\_\_

Injected by:

☐ Hard copy

☐ Fax

☐ Phone

☐ Radio

☐ Face to face

☐ E-mail

☐ Audiotape

☐ Videotape

☐ Other (please specify): \_\_\_\_\_

Message/Description:

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Expected Player Action:

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Learning Point:

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Notes/Comments:

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***\*Reuse the above structure for all of the events (injects) you intend to implement during your Drill. As the scenario plays out, each core event or set of events within the scenario will have its own inject.***

### **Step 7: Establish Timeline for Planning > Conducting Drill > After Action/Follow Up**

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Drill Date: \_\_\_\_\_

1. Meeting: \_\_\_\_\_

Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

2. Meeting: \_\_\_\_\_

Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

3. Meeting: \_\_\_\_\_

Date: \_\_\_\_\_

| Action Items | Responsible Party |
|--------------|-------------------|
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |
| _____        | _____             |

### **Step 8: Logistics and Planning Components**

- ☐ Facility – Determine if it meets the needs of the Drill
- ☐ Food / Refreshments
- ☐ Advanced Materials to Participants – Plans, procedures, etc.
- ☐ Sign-in Sheet, Handouts, Injects, Evaluations
- ☐ Presentation Method (PP, Flip Charts, Verbal, etc.)
- ☐ Room Set Up

***\*Each drill will have a different list of logistics and planning components. Keep a running list of drill needs in order to track and manage all activities and resources.***

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### **Step 9: Conducting the Drill**

Setting Ground Rules: Every Drill should have some ground rules established to assist the participants in conducting the Drill.

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

Identify those people that will conduct your drill:

Who will facilitate the drill?

Who will control the drill?

*This person/people monitors the deliver of the injects (events & messages)*

Who will take notes & document drill?

Who will evaluate the drill?

### **Step 10: Hotwash and After Action Report**

Who will be part of the hot-wash?

Determine whether the objectives were realized?

Strengths – What went well?

1. \_\_\_\_\_
2. \_\_\_\_\_

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3. \_\_\_\_\_

Areas of Improvement – What are some gaps or changes in the emergency plan that need to be made?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

| Objective | Expected Outcome (s) | Observations (from Evaluator) | Corrective Action | Responsible Party | Timeline for Implementation |
|-----------|----------------------|-------------------------------|-------------------|-------------------|-----------------------------|
|           |                      |                               |                   |                   |                             |
|           |                      |                               |                   |                   |                             |
|           |                      |                               |                   |                   |                             |
|           |                      |                               |                   |                   |                             |
|           |                      |                               |                   |                   |                             |
|           |                      |                               |                   |                   |                             |

Who will have access to the after action report and how will it be stored & protected?

Who will maintain drill planning, evaluation, and other drill documents, and for how long?

Who will be responsible to check within a reasonable time period and insure that the schools emergency plan has been updated based on lessons learned in the drill, or other changes that need to be made actually accomplished?

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