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? ______________________________

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: ● Records related to existing or proposed security systems & procedures. 610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response plans and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
Drill Worksheet

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? (*e.g., communications, incident command, etc.*)
______________________________

How many players will there be? Are cooks, custodial staff, bus drives, substitute teachers, nurses, counselors, and others who are no 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:
______________________________

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: ☐ Records related to existing or proposed security systems & procedures. 610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.

© 2014 MSBA
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:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Drill Objective 2:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Drill Objective 3:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Drill Objective 4:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

Step 6: Compose a Scenario

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: ● Records related to existing or proposed security systems & procedures.
610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
What is the incident, and where does it occur?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

What time did the incident occur?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What advance warning, if any, is available?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

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

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.)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Scenario Narrative:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: ● Records related to existing or proposed security systems & procedures. 610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
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:

Expected Player Action:

Learning Point:

Notes/Comments:

*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

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: • Records related to existing or proposed security systems & procedures.
610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
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.

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: • Records related to existing or proposed security systems & procedures.
610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
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. ________________________________________________

Sunshine Law Disclaimer

CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: ● Records related to existing or proposed security systems & procedures.

610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.
Areas of Improvement – What are some gaps or changes in the emergency plan that need to be made?
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________

<table>
<thead>
<tr>
<th>Objective</th>
<th>Expected Outcome(s)</th>
<th>Observations (from Evaluator)</th>
<th>Corrective Action</th>
<th>Responsible Party</th>
<th>Timeline for Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ensure that the school’s emergency plan has been updated based on lessons learned in the drill, or other changes that need to be made actually accomplished?
CLOSED MEETINGS AND RECORDS 610.021, 610.022 A public governmental body is permitted, to close its records when they relate to certain issues listed in Section 610.021. Matters that may be closed include: • Records related to existing or proposed security systems & procedures.

610.021 (18) & (19) (HB 1450): Extends the sunset clause on two exceptions to the Sunshine Law that allow a public body to close certain records that relate to terrorist response plans and security systems. The records reflected in this report are directly related to terrorism response and security systems & procedures in the school covered in this report, and are thus exempt from release under Missouri’s Sunshine Law, when this form is filled out.