



School Name:

Date of Drill/Exercise:

Drill/Exercise Coordinators:

- Public Safety:
- School:
- Other

**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 Drill/Exercised or tested:

1. Communication \_\_\_\_\_
2. Information Sharing \_\_\_\_\_
3. Alerts and Mass Notification \_\_\_\_\_
4. Reunification \_\_\_\_\_
5. Other \_\_\_\_\_ (list)

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**

**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.

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? \_\_\_\_\_

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

Define your Drill/Exercise purpose:

\_\_\_\_\_

**Step 3: Determine Scope**

Where will the Drill/Exercise take place?

\_\_\_\_\_

What are the time limits of the Drill/Exercise?

\_\_\_\_\_

What functions will be examined during the Drill/Exercise? (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 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/Exercise 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/Exercise, remembering that the Drill/Exercise is for the purpose of examining the school staff actions/reactions in the event of whatever crisis event you have selected, and not examining the coordinated public safety response to that incident. However, any public safety agency which would logically respond to a major crisis incident at a school should be identified and invited to participate, including state and federal agencies. Don't forget fire and EMS, and state law enforcement agencies.

Names of Agencies 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.

**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/Exercise Objective 1:

---

---

---

Drill/Exercise Objective 2:

---

---

---

Drill/Exercise Objective 3:

---

---

---

*\*One to two objectives are sufficient for smaller Drill/Exercises.*

**Other “Objective” Considerations:**

**Step 6: Compose a Scenario**

What is the incident, and where does it occur?

---

---

---

**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 threats are involved in the incident – single vs multiple active shooters? Guns only? Bombs? Fire? \_\_\_\_\_

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:

*(Attached additional sheets for the Scenario if needed)*

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

Will there be injects after the initial start of the Drill/Exercise?

**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.

How long before first law enforcement/first responders arrive on scene?

Drill/Exercise 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/Exercise. As the scenario plays out, each core event or set of events within the scenario will have its own inject. Attach all injects to be incorporated into this Drill/Exercise.***

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

Drill/Exercise Date: \_\_\_\_\_

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

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

Action Items

Responsible Party

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Action Items

Responsible Party

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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.

---

---

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

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

Action Items	Responsible Party
_____	_____
_____	_____
_____	_____

**Step 8: Logistics and Planning Components**

- Facility – Determine if it meets the needs of the Drill/Exercise
- 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
- Coordination/De-confliction with all non-participating law enforcement and first responder agencies, as well as public notification to preclude any armed individual mistaking exercise/Drill/Exercise for a real world event.

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

*\*In light of increased sensitivity to school violence and the increased incidents of citizens being armed and feeling obligated to engage in any potential unfolding real-world active shooter event, it is imperative that coordination and de-confliction occur with all law enforcement agencies who may have a presence in the “area of operation” where the exercise/Drill/Exercise is taking place. This includes state and even federal law enforcement agencies. Additionally, public notification of the Drill/Exercise is imperative, to include parents, students, and public in general, via direct notification, media coverage, etc. It is important to document any coordination/de-confliction with non-involved agencies and public notification.*

**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/Exercise**

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Identify those people that will conduct your Drill/Exercise:

Who will facilitate the Drill/Exercise?

Who will control the Drill/Exercise?

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

Who will take notes & document Drill/Exercise?

Who will evaluate the Drill/Exercise?

Who has overall responsibility for safety during the Drill/Exercise?

**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. \_\_\_\_\_
- 3. \_\_\_\_\_

**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. \_\_\_\_\_

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/Exercise planning, evaluation, and other Drill/Exercise 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/Exercise, or other changes that need to be made actually accomplished?

**Other Relevant Information:**

**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.