Use this checklist to prepare, develop, and evaluate a drill. Adapt and customize it to meet the needs of your organization.

*The level of detail in this document may be better suited for large organizations. Refer to the Quick Drills for easy to follow, scenario specific tabletop drills.*

| **Task**  | **Action Items**  | **Status** |
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| Review exi*s*ting documentation | Existing documentation can help you identify vulnerabilities and/or specific areas of your plan that would benefit from enhancement, review, or training.* **Review the Hazard Vulnerability Assessment.** Consider developing a drill that will exercise the scenarios that are most likely to occur and/or have the potential to be highly disruptive.
* **Review existing drill or exercise history documentation.** Consider a drill that exercises any areas that were identified for improvement.
* **Review existing emergency plans.** Drills are a good time to test policies or procedures that are only used in the event of a disaster – for example, notification procedures or manual workaround for critical processes.
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| Type of drill or exercise | Consider the size of the organization, available resources, internal support and the purpose when identifying the type of drill or exercise to be conducted. * **Walkthrough.** A walkthrough familiarizes members of your organization with their roles and responsibilities, as described in emergency response and business continuity plans. These are ideal for new members of your team.
* **Tabletop Drill/Exercise.** A discussion-based session in which members of your organization come together and discuss what actions they would take in the event of a particular disruption or disaster.
* **Functional Exercise.** Members of a particular team perform their duties in a simulated environment. Functional exercises are scenario based and designed to validate the plans and readiness of specific teams or functions.

You are encouraged to conduct a tabletop drill on an annual basis to ensure members of your organization know how to respond in the event of a disaster. |  |
| Schedule and Conduct Planning meetings | A planning meeting should include representation from all areas of the organization and, whenever possible, stakeholders with policy and procedure influence and decision making authority. **Initial Meeting** * Identify participants for the drill/exercise
* Identify a date, suitable location, and duration for the drill/exercise
* Develop drill/exercise objectives
* Identify a disruption or disaster scenario

**Scenario Development Meeting(s)*** Local newspapers can provide real life examples or inspiration for developing scenarios. You can also revisit an incident that actually occurred.
* **Initial inject**. Provide time and type of incident – for example, fire, explosion, earthquake. Describe immediate impacts to people, operations or services, as well as the availability and engagement of resources.
* **Additional injects.** Provide more information on the situation and pose challenging problems as the scenario develops – lack of resources, additional complexities like loss of power or medical emergencies.
* **Discussion questions.** Develop a list of key discussion questions for the scenario – things you feel should be considered or that you want to ensure are not overlooked. These discussion questions are a good way to provide additional training and reinforcement.

Depending on the type of drill, your scenario can be as simple as a handwritten notes used to guide a discussion or as elaborate as a presentation with video. Slideshow images can be very effective in helping the audience visualize the impact.**Final Meeting*** **Finalize documentation.**
* **Finalize participants and supporting staff.** At a minimum, you are encouraged to have a dedicated scribe, someone responsible for documenting decisions, actions, and key discussions.
* **Finalize Logistics.** Confirm location, supplies, and refreshment needs.
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| Logistics | * **Location.** If necessary, reserve a room for the drill.
* **Meeting invites.** Send meeting invitations to participants well in advance of the drill date. Be sure to include location, duration, objectives and note any requirements and expectations.
* **Supplies.** Procure and/or reserve supplies such as charts, pens, printouts and materials and refreshments. Reserve any additional supplies and submit requests where necessary for projector, screen and location set-up.
* **Supplies for function drills.** Ensure access to alternate locations, and any special supplies, equipment, or documentation.
* **Drill/exercise materials.** Prepare any required documentation, presentations, printouts, or copies.
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| Conducting the drill | Each drill will have the following components:* **Set up.** Ensure the room is set up and that you have necessary materials.
* **Briefing.** Review the agenda, ground rules, and objectives.
* **Introduce the scenario.** This sets the stage for discussion and decision-making and may be handled by a facilitator or by the response team leader.
* **Discuss or perform response activities.** Action during this, the response phase, of the drill will vary depending on the type of drill/exercise you are conducting.
* **Debrief.** Conduct a debrief as soon as possible to identify areas of improvement and action items, such as revisions to plans, procedures, or roles.
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| Evaluation and After Action Reporting | **Complete an** [**After Action Report (AAR)**](http://www.readyrating.org/Resource-Center/Emergency-Planning/after-action-report-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink)**.** The AAR serves as formal documentation of your drill/exercise and should contain the following:* Date and time of drill
* Participants
* Goals/objectives
* Description of the event and timeline
* Lessons learned
* Action items
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