This document will guide you through the facilitation of a response drill. It presents a disaster scenario, discussion topics, and steps for completing the documentation and conducting a debrief.

For a quick walkthrough or rapid scenario planning discussion (15 minute discussions over coffee or during a regularly scheduled meeting), focus on tasks 1 through 3. To conduct a tabletop or functional exercise, complete all the tasks below. Preliminary set up for a drill is outlined in the document titled [How to Conduct a Drill](http://www.readyrating.org/Resource-Center/Active-Shooter/active-shooter-how-to-conduct-a-drill?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink).

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| Active Shooter | The FBI defines an active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Implicit in this definition is that the subject’s criminal actions involve the use of firearms. Impacts are immediate as there is intent to harm. During the event, the threat is often unpredictable, not contained, and there is immediate risk of death and injury. In a majority of cases, these events typically continue until active intervention by those caught in the situation or the shooter commits suicide, as most often the event is over before law enforcement arrives. |
| Additional sources of information for the scenario | [Sample Active Shooter Training Presentation](http://www.readyrating.org/Resource-Center/Active-Shooter/sample-active-shooter-training-presentation?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink)  **FEMA:** [Active Shooter: What Can You Do](https://training.fema.gov/is/courseoverview.aspx?code=IS-907)  **DHS:** [Active Shooter: How to Respond](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)  **NCTSN/NCPTSD:** [Psychological First Aid: Field Operations Guide](http://www.nctsn.org/sites/default/files/pfa/english/2-psyfirstaid_final_no_handouts.pdf) |
| Organizational resources you may wish to consider or use during the drill | Emergency Action Plan, Active Shooter Response Plan, Emergency Response Team, Safety and Fire Wardens, Local First Responders, Fire Department, Local News and Radio Stations, Emergency Notification System, Emergency Medical and First Aid Kits, Law Enforcement Personnel |

| # | TASKS |
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| 1 | Facilitator provides introductions, presents drill objectives, and sets the ground rules. For more details, see [How to Conduct a Drill](http://www.readyrating.org/Resource-Center/Active-Shooter/active-shooter-how-to-conduct-a-drill?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink).  **Please note:** Active Shooter live drills (functional exercises) are uniquely different. If you choose to conduct a functional exercise, there are additional considerations:   * It is recommended that you always conduct a table top exercise prior to a live drill. * Additionally, all live drills should be announced well in advance and coordination made with neighbors and/or the community. Law enforcement should always be informed and ideally, involved. Highlight a notice to conceal carry permit holders in your announcement to draw their attention to help ensure the simulation can be conducted safely. Live drill best practices indicate that real firearms should not be present. * Any communication during the event must remain controlled to those within the drill and normal operations should be halted so that no one not notified of the drill happens to walk in on it. Signs should be posted that clearly indicate the drill is in progress. * There are also additional safety concerns:   + Since active shooter evacuation is an individual movement any simulation of urgency has an additional risk of greater injury due to slips or collisions. The drill should focus on identifying a primary and alternate exit and walking, rather than running. Your scenario should ideally include a main entrance / exit being blocked.   + Similarly, since the action of hiding may involve moving heavy objects there is also a greater risk of injury. * A live drill may also be very emotional for participants. Consider and discuss, in advance, what types of actions/impacts participants are likely to see. Be clear that the objective is to empower bystanders to act. This is not to create fear, but to acknowledge the potential of active shooter events and to be prepared to act. Be prepared to practice offering psychological first aid [(12 steps)](http://www.redcross.org/m/saf/12-steps-for-psychological-first-aid#arcmobile) and/or support. * A live active shooter drill may be triggering for people who have experienced violence or served in combat or law enforcement settings in the past. Create an environment where employees with personal concerns can confidentially self-identify and work together to make alternate arrangements if desired. If not directly participating in the drill, training, additional resources, and best practice modification opportunities should still be made available to these employees. |
| 2 | Facilitator introduces the scenario. Provide time and location. Describe immediate impacts to people, operations or services, as well as the availability and engagement of resources.  **SAMPLE SCENARIO**  At [insert time], sounds similar to fireworks and screams are heard in your building. Someone runs into your office area and reports someone has a firearm in the hall and is shooting. |
| 3 | **Discuss available resources and immediate actions.**  Consider the following:   * What actions should be taken for personal safety? * Who can report the situation to law enforcement and how? What information should they include? * What type of notification or alarms would be activated in this situation? * Who is the primary and alternate spokesperson for your organization? * Who is in charge of the situation before law enforcement arrives (70% of incidents end in 5 minutes or less)? * How do you ensure EAPs and evacuations address individuals with disabilities and others with functional and/or access needs? * What can be done to assist the first responders when they arrive? What confusion might exist when responders arrive? * What can be done to assist the wounded? Does your organization have the training and equipment needed? * How do you account for everyone after the situation has ended? * What considerations do you need to make regarding the impact to individual employees and their families? What is the method of notifying families? Who is responsible for notification? * How will you re-connect families with their loved ones? * How are you going to monitor the aftermath? * How will you assist with the psychological state/well-being of individuals at the scene? * What immediate financial costs might be incurred and how do you plan to manage them? * How do you manage staffing after the event? * What actions do you need to take to continue operations?   If you are conducting a live drill (functional exercise), then some or all of the response actions should be simulated. These must always be announced drills, both in advance and at the time of the drill. |
| 4 | **Document key discussions, actions, and decision points.**   * Document the actions that should be taken, required resources, and the individual(s) or group(s) responsible. * Responses should be as complete as possible. * Revisit and review the discussion points if the scenario involves additional components or modifications.   Discussion points and/or actions taken should be compared to what is in existing plans. Where necessary, after action items should be assigned to revise plans. |
| 15 | **Conduct a debrief.** Discuss the following:   * Did you meet the drill/exercise objectives? * What went well? * What challenges did you face? * How can you improve? * Are there any gaps, changes, and/or additions that require modifications to your plan(s)? For any action items, ensure that you document responsibility and deadlines. * Significant changes should be followed by another exercise to see if the improvements fixed the identified problems and the correct procedures are widely understood. |
| 6 | **Document the drill/exercise and lessons learned.** The following forms can be used for this documentation:   * [Drill/Exercise History Form](http://www.readyrating.org/Resource-Center/Emergency-Planning/drillexercise-history-form-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink) * [After Action Report](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)   For any action items, ensure that you document responsibility and deadlines. |