**ACTIVE SHOOTER DRILL CHECKLIST**

County:

Organizer:

School:

Drill Scenario:

Date:

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| **PRE-DRILL PLANNING** | | |
| **Y N N/A** | |  |
| **LOGISTICS** | | |
|  | Does your school have more than one floor? If so, how many? (include basement if applicable) | |
|  | Do all classrooms have locking capabilities? If so, do ALL teachers have keys (including substitutes)? | |
|  | If substitutes do not have keys, are there procedures in place for ensuring their classrooms are behind locked doors? If so, what are they? | |
|  | Does your cafeteria, auditorium, library/media room have locking capabilities? | |
|  | Do you have security guards? If so, are they aware of their lockdown location? Has this been practiced? | |
|  | Does your central office staff know where they are to lockdown? | |
|  | Do all classrooms have the ability to communicate with office staff in their lockdown location? | |
|  | Are there protocols in place for children who may be in the bathroom? If so, what are they? | |
|  | Can more than one person begin/end a lockdown? If so, who? | |
|  | Are staff members trained to listen for a closing statement to end a drill vs. voice recognition? | |
| **PLANNING PROCESS** | | |
|  | | Were all key stakeholders involved in the planning process (i.e. law enforcement, fire officials, emergency management officials, teachers, etc.)? |
|  | | Will you be drilling a specific scenario? |
|  | | Has this drill been conducted this year? |
| **TRAINING** | | |
|  | | Has the School Safety and Security Plan been disseminated to ALL employees? Have emergency duties been reviewed will ALL employees? |
|  | | Have groups been trained/practiced separately prior to drill? (Round table/actual practice drill). |
|  | | Were the following included in training? Faculty, Staff, Substitutes, Janitorial, Maintenance, Transportation & Food Service personnel. |

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| **PRE-DRILL PLANNING** | |
|  | Are staff members familiar with procedures for handling students with special needs? |
| **NOTIFICATION** | |
|  | Has notification been sent out to parents regarding the school’s drill plan? |
|  | Were parents notified prior to the drill? |
|  | Were emergency responders notified prior to drill? |
|  | Were staff members and/or students notified prior to drill? |
|  | Were emergency responders invited to attend the drill? |
| **COMMENTS:** | **\*ADDITIONAL ITEMS TO ASSESS:** What information was shared with staff, students, parents and emergency responders prior to the drill and how far in advance? Have emergency responders attended any drills held this year? Were communication protocols reviewed and tested prior to the drill? |

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| **DURING THE DRILL** | |
| **Y N N/A** |  |
| **COMMUNICATION** | |
|  | Was simple language used to make emergency announcements (i.e. Lockdown, Evacuation, Shelter-in-Place, Bomb Threat.)? |
|  | Was an emergency code used (i.e. Code Red, “Mr. Greene is in the bldg”, etc.)? |
|  | Was the emergency announcement heard everywhere on the school campus, including outside the building, gym, cafeteria, bathrooms, etc.? |
|  | Do teachers/classrooms have a means/method to communicate with the main office/  command post? |
|  | Was there an “All Clear” procedure to terminate the action? |

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| **COMMENTS:** | **\*ADDITIONAL ITEMS TO ASSESS:** Who made the announcement and how was it made? How was the drill completed (i.e. announcement, door-to-door notification, etc.)? Did staff and students know the notification language? |
| **Y N N/A** |  |
| **GENERAL PROCEDURES – ACTIVE SHOOTER** | |
|  | Are students and staff secured behind locked doors? |
|  | Are building occupants completely out of sight? |
|  | Are students and staff following procedures and protocols according to the school’s emergency procedures? |
|  | Are procedures for students and staff in hallways, bathrooms and open areas being followed? |
|  | Are procedures for students and staff in the cafeteria, gym and outside the building being followed? |
|  | Were classroom doors locked in a timely manner? |
|  | Do all classrooms have locks? |
|  | Were all exterior doors locked? |
|  | Did any teachers continue to teach or any staff members continue to work? |
|  | Are building occupants out of sight? |
|  | Were lights turned off? Was this determined by law enforcement? |
|  | Were shades up? Was this determined by law enforcement? |
|  | Was a notification system used (ie: red card/green card)? Was this determined by law enforcement? |

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|  | Did teachers/staff open door or answer when someone knocked or tried to open the door? |
|  | Was a command post identified and used? |
|  | Did all the building occupants participate in the drill (i.e. custodial, cafeteria, main office staff, etc.)? |
| **COMMENTS:** | **\*ADDITIONAL ITEMS TO ASSESS:** Were classroom doors locked from the interior or exterior? How long did it take to lock-down the building? How were students/staff in the bathroom and hallway notified and handled? If emergency responders arrived, how would they gain entry into the building? Is the school aware of the response time for emergency personnel? How many emergency responders would arrive? |
| **POST-DRILL FOLLOW UP** | |
| **Y N N/A** |  |
| **DEBRIEF** | |
|  | Once completed will staff debrief the drill with students? |
|  | Once completed will administrators debrief the drill with staff? |
|  | Will the drill debrief include emergency responders? |
|  | Will parents be notified of the drill? |
|  | Will after-action items be identified? |
| **COMMENTS:** | **\*ADDITIONAL ITEMS TO ASSESS:** How will information be collected from staff, students and those who observed the drill? How long did the drill take? Were substitutes prepared? Did staff or students seem “tipped-off” in advance of the drill? Is the administration familiar with the School Administrator Procedures? Does each classroom have a “flip-chart”? |

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| **LESSONS LEARNED** | |
| **COMMENTS:** | **\*ADDITIONAL ITEMS TO ASSESS:** Who observed the drill to assess and provide feedback? Was there any new or interesting use of technology? How were doors locked if there were no keys or locks in doors? Were there any exemplary practices? |