

Emergency Management Test

School Type	Preschool or Elementary School
Exercise Type	Tabletop
Hazard	Active Shooter/Active Aggressor
Functional Content Area	Emergency Notification Lockdown
Target Participants	Teachers and Staff
Objectives	<ul style="list-style-type: none"> • Validate active shooter and lockdown procedures in the school emergency management plan • Validate emergency notification procedures in the school emergency management plan

SCENARIO

Part 1

The parents of a 2nd grader have been asked to meet with the principal and the guidance counselor, since the teacher has recently noticed changes in the student’s behavior. The child has always been a good student and enjoyed school, but lately appears less engaged in the classroom.

The parents seem noticeably distraught as they enter the 1:30 p.m. meeting in the principal’s office. Ten minutes later, the school’s office assistant hears loud voices coming from the meeting. Seconds later, she hears a single gunshot. The door flies open and the student’s father shoots two members of the school office staff. After he runs out of the main office, shots are heard down the hall, but a lockdown has yet to be ordered.

Discussion Questions

1. Who has the authority to issue a lockdown?
2. From where can that message be issued?
3. Who would call for help?
4. Who would be making notifications to parents, media, etc. and how?

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Part 2

The building is placed on lockdown. Authorities have been contacted and are on their way to the school. The shooter is still active in the school.

Discussion Questions

1. Do staff/students know where/how to lockdown?
2. Who is moving toward the gunfire to provide assistance?
3. Who is activating emergency messaging system, to whom are messages being sent, who is approving messages, and when is the system activated?

Part 3

It is 4:35 p.m., the shooter has been taken into custody and all students have been reunited with their parents.

Discussion Questions

1. Who is making decisions for the school? What decisions need to be made (i.e., reopen school, school board brief)?
2. What mental health providers will be available to students and staff? Where and when will they be available?
3. Who is notifying parents, media, etc. and how?
4. Will other buildings in your district be closed/open? What additional resources will they need?
5. Who is your spokesperson? When will they address media?
6. Are there testing implications (i.e., state assessments)? What is the makeup plan? Other academic implications?