

Emergency Management Test

School Type	Middle School or High 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

It is a Tuesday morning at 11:08 a.m. and the first period of lunch has just begun at the school. As the lunchroom aid is monitoring the area, she notices a student stand up and begin aggressively digging through their backpack. In the blink of an eye, the student pulls a gun out of their backpack and starts threatening the students in the lunchroom. The lunchroom aid quickly uses the kitchen phone to call the main office and report the incident. No shots have been fired.

Discussion Questions

1. Does the call taker in the office have the authority to issue a lockdown?
2. Does the call taker in the office know how to use the PA system?
3. What message is provided to the school?
4. Is the parental notification system used?
5. If your school has an SRO, is their notification different or before the rest of the occupants?
6. Who else should the office staff notify? By what communication methods? Can they make these notifications from their lockdown location?

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Part 2

Minutes after the lunchroom aid called the main office, the school gets put on lockdown. Hearing the lockdown be issued over the announcement system, the student begins firing his weapon in the cafeteria. As the shots ring out, students try to escape the lunchroom and run for safety. The rest of the school remains on lockdown awaiting the arrival of authorities.

Discussion Questions

1. Who is in charge?
2. Who is moving toward the gunfire?
3. Who is helping students running from gunfire?

Part 3

It is 3:05 p.m., authorities have already taken the shooter into custody. Nine students have died from gunshot wounds. Two staff members and one student are critically wounded, but are expected to survive. All other students were reunited with 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, ACT/SAT, AP exams)? What is the makeup plan? Other academic implications?