**Tabletop Exercise—Active Shooter**

Introduction

It is a pleasant spring day. Students are in transition; some are being dropped off and some are being picked up. An unknown male enters the building through the unlocked front door. Shortly thereafter, screams can be heard and gun fire is coming from the administrative offices. Staff, parents, and students are running from the building. Some of them are covered in blood and look like they are in shock. You see the gunman leave the office area and walk down the hall away from your location toward the classrooms.

Questions you may ask:

1. What information is most important when notifying emergency responders at this time? Why?

2. What is the school’s procedure for securing the school and keeping students and staff safe in an active shooter event?

3. What does your emergency organizational structure look like? Who is in charge?

4. What other actions should be taken by students or staff?

Inject 1

Local law enforcement arrives on the scene within five minutes of the 911 call and enters the building in Active Shooter formation. They begin a systematic search of the school for the intruder.

Questions you may ask:

1. Who is in charge? What does your emergency organizational structure look like?

2. How do you integrate with the emergency responders’ Incident Command Post when in a Lockdown situation?

3. How do you deal with internal and external communications? Is this written in your plan?

4. What are the key actions by students and staff at this point in the scenario?

Inject 2

Staff members run from a classroom shouting that the intruder has grabbed a student and has hit a teacher. The staff inform law enforcement about his location. Law enforcement find the man in one classroom on the west side of the school holding a student hostage. First responder teams enter the building and begin evacuating classrooms in other hallways and adjoining classrooms. Negotiation continues, and eventually law enforcement enters the room and takes the man into custody.

Questions you may ask:

1. What is the procedure within the school for law enforcement to search classrooms and remove students during a lockdown scenario? Is this written in the current emergency plan?

2. What are the key actions of students, parents, and staff once this incident has been mitigated?

3. What is your procedure for notifying and documenting the reunification of students and parents?

4. What is your procedure for crisis counseling? Do you utilize other local resources from the community?

5. How do you bring the school back to a new sense of normal after an incident of this magnitude?