Courses of action include criteria for determining how and when each response will be implemented under a variety of circumstances. Subsequently, the planning team develops response protocols and procedures to support these efforts. Possible courses of action are typically developed using the following steps:

1. Depict the scenario. Create a potential scenario based on the threats and hazards identified

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2. Determine the amount of time available to respond. This will vary based on the type of threat or hazard and the particular scenario. For example, in the case of a hurricane, the school might have days or hours to respond before the storm makes landfall, while the school may have to respond in minutes to an active shooter.

# of minutes # of hours # of days

3. Identify decision points. Decision points indicate the place in time, as threats or hazards unfold, when leaders anticipate making decisions about a course of action. Walking through each scenario in detail will help identify the relevant decision points for each one, such as whether or not to evacuate, shelter in place, or lockdown.

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4. Develop courses of action. Planners develop courses of action to achieve their goals and objectives by answering the following questions:

* What is the action?

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* Who is responsible for the action?

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* When does the action take place?

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* How long does the action take and how much time is actually available?

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* What has to happen before?

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* What happens after?

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* What resources are needed to perform the action?

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* How will this action affect specific populations, such as individuals with disabilities and others with access and functional needs who may require medication, wayfinding, evacuation assistance, or personal assistance services, or who may experience severe anxiety during traumatic events?

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