ACTIVE SHOOTER Scenario

_______________ School is located __________________________. Occupants include _____ students, _____ faculty, _____ office staff, and ____ custodians. The cafeteria is a large open area located ______________________________. The general layout of the classroom areas is ______________________________. The building has a main entrance near the front office and various exits throughout the building.

It is Valentine’s Day just around lunchtime. A young man appears at the entry area with a large bouquet of flowers and states he has a delivery for a teacher. The front office staff buzz the individual into the main lobby from the secure foyer.

As the individual approaches the front office, a custodian thinks he sees a gun in the individual’s back pocket. Before the custodian can take any action, the individual drops the flowers and pulls out a gun.

There are students in the hallways headed toward the cafeteria, while others remain in their classrooms.

Scenario Questions:

1. What is your first concern in this situation?

2. What is your initial response action?
ACTIVE SHOOTER Scenario (Continued)

3. What are the priority actions?

4. Where would you establish your Incident Command Post for this incident?
ACTIVE SHOOTER Scenario (Continued)

5. Draw your initial emergency organization, including personnel assigned to each position (by
title), in the space below.

6. For what contingencies must you plan?
ACTIVE SHOOTER Scenario Update #1

The gunman opens fire and then runs toward the cafeteria. The principal activates the school’s emergency plan. Five students and the custodian have been critically wounded. In addition, numerous other students were injured as they ran away from the gunfire. Teachers are trying to account for the students who were in the hallways. There is confusion about the gunman’s whereabouts.

Update #1 Questions:

1. How does this information affect your planning?

2. How will you communicate with teachers and staff? How will you communicate with any classes or support staff who are outside?

3. What should you do about the people who have been wounded?
ACTIVE SHOOTER Scenario Update #1 (Continued)

4. How will you notify families? What will you tell them?
ACTIVE SHOOTER Scenario Update #2

Law enforcement officers and other first responders have arrived at the scene. They have cordoned off the surrounding area and are stopping parents and guardians from getting to where their children are located. The school and immediate neighbors are locked down. The media have converged on the scene.

Update #2 Questions:

1. How prepared is your school to interface with local law enforcement agencies?

2. What information will you provide to the incoming Incident Commander during your change-of-command briefing?
ACTIVE SHOOTER Scenario Update #2 (Continued)

3. What support can you give to the law enforcement officers?

4. Draw your organization chart as it looks at this time.
ACTIVE SHOOTER Scenario Update #3

It is now approximately 30 minutes since the incident started. Several teachers are reporting that their students are extremely upset, and they are requesting additional help. Officers apprehend the gunman in the neighborhood surrounding the school. Family members are anxious to be reunited with their children, but the school is still locked down. The media are continuing to broadcast information from the scene.

Update #3 Questions:

1. What are the immediate postincident recovery actions?

2. How will you handle the media?
ACTIVE SHOOTER Scenario Update #3 (Continued)

3. How will you handle reunification of families with their children?
ACTIVE SHOOTER Scenario Update #3 (Continued)

4. For what long-range processes must you plan?
ACTIVE SHOOTER Scenario Update #3 (Continued)

5. What insights has participating in this exercise provided you about your school’s or district’s state of readiness for an emergency situation involving an intruder?

6. What revisions would you recommend for your emergency plan as a result of this exercise?