Active Shooter Quick Drill

Thank you for taking the time to engage in this quick drill about workplace violence and active shooter.

The goal of conducting these drills is to:

- Prepare individuals for managing a violent or threatening event in their workplace
- Challenge participants to consider what their personal response would be in situations where they are in immediate danger.
- Identify gaps in our workplace violence procedures

In Advance of the Drill:

- Determine when the discussion will take place, e.g. during a weekly staff meeting
- Customize the scenario for your workplace.
- Decide if you will discuss the scenario with staff in their work space area or in a meeting room
- Decide if staff will also be asked to physically practice their response (exit routes or shelter in place)
- Advise your participants of the drill and scope

Scenario:

It’s business as usual in your work area. Suddenly gunshots are heard coming from __________ (Fill in the blank).

You hear screaming by __________ (Customize the location and movement of the assailant further so that individuals can assess if they’d be able to escape or would elect to shelter).

Questions:

1. What initial actions would individuals take?
   Ask individuals to be specific about their actions. For example, “I’d run into my office and lock the door, turn off the light and put my cell phone on silent.” Or “I’d see if I could make it to the back exit.”

2. Have participants elaborate on why they chose their course of action.

3. Ask participants if they have any concerns about their ability to respond to an active shooter event.
Evaluation and Feedback Form

Thank you for participating in this very important exercise. In order for us to make these activities even more meaningful, feedback is very important to us. Please take a few moments to complete this form below and submit completed form to

Name of Program:

Facilitator(s):

Number of participants:

1. Were individuals able to think through what initial actions they would take?  Y / N  Please comment

2. Did participants also physically walk exit routes or practicing shelter in place procedures? Y/N

3. What was the overall opinion of the drill?
Other comments