



SITE SECURITY TABLETOP DRILL

ARMED INTRUDER

While a full-scale emergency response drill may not always be feasible, a tabletop drill is a worthy substitute. A well-planned tabletop exercise provides the opportunity to critique current processes by identifying improvement opportunities and corrective actions to be taken.

Tabletop Drill Process

Drill Preparation

- Review the drill scenario and determine the objectives for the drill.
- Identify the emergency/violence response plan processes and procedures that should be used in the drill scenario.
- Identify ways to make the drill scenario more relevant to your organization.
- Gather a tabletop drill team of no more than 15 people – none of whom helped develop the processes – to participate in the scenario.
- Ensure that organizational leadership are present to observe and evaluate the exercise.

Drill Execution

- Have the tabletop drill team introduce themselves, including their names and assigned roles in the emergency/violence plan.
- Review the processes and procedures that should be used in the drill scenario.
- Introduce the drill scenario. Don't get too specific or provide a lot of detail.
- Read through the considerations for the first part of the scenario.



- Begin with a five-minute group discussion on the course of action that should be taken. Moderate conversation as needed.
- Introduce the next portion of the scenario.
- Read through the considerations for the second part of the scenario.
- Moderate a five-minute group discussion on the course of action that should be taken. Moderate conversation as needed.

Drill Conclusion

- With organizational leadership, review the effectiveness of the exercise and evaluate your organization's situational performance.
- Identify areas of weakness and concern that were observed when discussing the scenarios.
- Create goals that are specific, measurable, attainable, relevant and timely to address each area of weakness and concern.
- Identify who will be responsible for completion of each of the goals created.
- Monitor goal progress to ensure completion.
- After goals have been completed, schedule a future drill session to determine if areas of weakness and concern have been resolved.

Tabletop Drill | Armed Intruder

Organization:

Date:

Location:

Drill Coordinator:

Total Participants:

Sample Scenario 1 | Part 1

Choose a time and day of the week when your facility is fully occupied.

Time: Day:

An armed intruder has come in through your main entrance. Upon entering the building, they immediately begin to fire shots.

At this point, what is your plan of action as an organization?

Considerations for discussion:

- How would you alert other building occupants of the shooter?
- How would you lockdown the various areas of your facility?
- How would you inform law enforcement of the shooter?
- How would you evacuate areas that are not immediately under threat?
- How do you know if it is safer to lockdown or evacuate?

Discussion Notes

Sample Scenario 1 | Part 2

3 minutes later

Time: a.m./p.m.

Law enforcement has been notified and is on its way, but the immobile and elderly are still being evacuated. The shooter is making progress at entering through your barricade.

Understanding that the shooter could enter at any moment, what is your plan of action?

Considerations for discussion:

- How are children, persons with disabilities and others in need of assistance accounted for in this situation?
- How could the shooter be countered if they enter the room?
- How are members informed of the safe rally point?
- What actions can be taken to improve the occupants' situation?

Discussion Notes



Sample Scenario 2

5:00 p.m. – Assume this is during a large gathering.

An employee that is rumored to be disgruntled is attending a meeting. He appears to be agitated. During the meeting, he stands up and begins screaming, "I have a gun." All this is taking place in your largest meeting space.

At this point, what is your plan of action as an organization?

Considerations for discussion:

- How would you alert other building occupants of the shooter?
- How would you take back control of this situation?
- How would you inform law enforcement of this situation?
- How would you evacuate your largest space?

Discussion Notes

How did your organization respond to the tabletop armed intruder drills?
Do you need additional information on how to prepare for an armed intruder?
Church Mutual will help you identify your areas of greatest need and resources available to help you be ready.

Help is just a call or click away.

Our consultants are available by phone or email to discuss your questions and concerns.

Contact **Risk Control Central Today**

RiskConsulting@churchmutual.com · (800) 554-2642 (OPTION 4) EXT. 5213

Monday-Friday 8 a.m. – 4 p.m. CST



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