School EOP Exercise Checklists

Participant Checklist

- Personnel from participant schools have created a school emergency operations plan.
- Participant schools agree to update hazard analysis to identify natural and man-made hazards or other credible threats that could present a risk to students and staff.
- Participant schools agree to upgrade/revise school emergency operations plan.
- Participant schools agree to update emergency contact list and to coordinate with local emergency management and public safety personnel.
- Participant agencies agree to conduct facility drill or full-scale exercise to improve capabilities for evacuating and/or sheltering in place.

Player Briefing Checklist

- Review exercise purpose, concept and scope
- Summarize importance of emergency preparedness planning and highlight illustrative examples based on actual school emergency situations.
- Review exercise objectives.
- Review exercise scenario.
- Review exercise design and explain exercise ground rules.
- Review player rules of conduct.
- Emphasize importance of utilizing actual plans and resources available to players (as opposed to assets that are not operational or not currently available to player agencies).
- Review exercise safety procedures and security measures.
- Review administrative requirements (sign-in sheets, evaluation forms).
- Review logistics issues (parking, restrooms, refreshments, lunch).
- Review participant feedback form and emphasize the importance of player input for improving future exercises.
- Review format and purpose of player hot wash.

Controller/Evaluator Briefing Checklist

- Review exercise purpose, scope and objectives.
- Review Master Sequence of Events List (MSEL).
- Review exercise ground rules and player rules of conduct.
- Review setup and layout of exercise facility/training room.
- Review the role and responsibilities of the Exercise Director (overall responsibility for exercise planning, control of exercise, and direction of controller/evaluator team).
- Review controller responsibilities (monitor play; implement MSEL; inject exercise events; explain/clarify exercise assumptions and artificialities; simulate actions of agencies not in attendance).
- Review evaluator responsibilities (cooperation with controllers; record events and assist with documentation for after-action report and improvement plan; avoid interaction with players).
- Distribute forms for controller notes and evaluator feedback.
- Assign evaluators to monitor specific functional areas based on expertise of the evaluator.
✓ Identify communication procedures for controller/evaluator team.
✓ Review safety and security procedures, including measures for terminating the exercise prematurely due to an actual emergency or other unanticipated event.
✓ Review evaluation plan and related forms.
✓ Review the format and purpose of the player hot wash.

De-Briefing Checklist

✓ Discuss exercise objectives and evaluate effectiveness of exercise in achieving objectives.
✓ Evaluate exercise design and identify improvements for future exercise delivery.
✓ Review and summarize comments from hot wash.
✓ Review/discuss exercise activities by functional area (e.g., notification, facility-response agency communications, media relations).
✓ Obtain input from controllers and evaluators for preparation of After-Action Report and Improvement Plan.
✓ Identify player/responder strengths and weaknesses, with respect to exercise events and the scenario, and identify future training needs.