

May 2008

FACT SHEET

Drill Exercises

Orientation: These are discussion sessions to provide information, answer questions and identify needs and concerns surround the emergency plan and to understand the types of exercises that will be conducted.

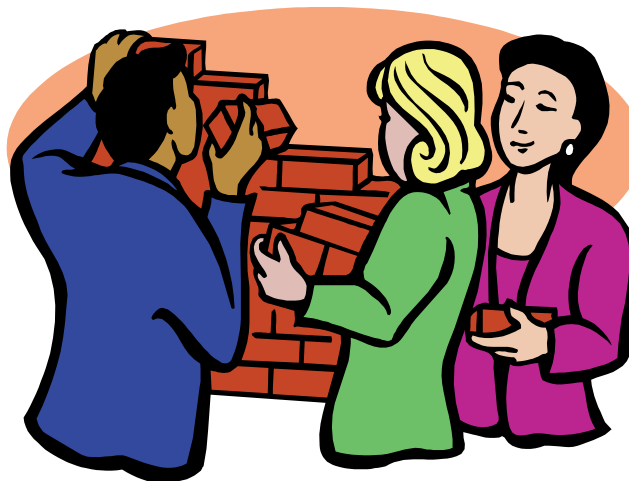
Drills: Drills practice emergency procedures and use of equipment. A drill is usually a single agency exercise designed to test one function and practice emergency procedures and use of equipment. The most common drill conducted in schools is a fire drill.

Tabletop: In a tabletop exercise, individuals from one or multiple agencies come together in a conference room to discuss their responsibilities and how they would react to a specific previously scripted emergency scenario. It is a low-stress simulation and is a cost-effective and efficient way to identify areas of overlap and confusion before conducting more demanding training activities.

Functional: In a functional exercise it is conducted indoors using a scripted scenario. Representatives from multiple-agencies work

through a scenario together in real time – there are messages interjected during the exercise that can change the course of the incident and provide for some stress to the group trying to resolve the conflict.

Full-scale: A full-scale exercise is required for an accurate testing of plans, procedures and equipment and involves a real time, realistic simulation of a crisis using role players and emergency equipment from multiple agencies



Progressive exercise programs are recommended by Federal Emergency Management Agency. This type of exercise progressively becomes more difficult and allows for deficiencies in

plans to be addressed while allowing personnel time to build their confidence, skill level & familiarity with emergency operations plans.

Resources:

- New York State School Safety Guide: NYS Education Department, NYS Police, NYS Office of Homeland Security and NYS Emergency Management Office.
- Jane's Safe Schools Planning Guide for All Hazards, 2004