

Scoring Sheet for Assessment Interviews

For Scenario Volume 101

How to Use This Document

Before using this template, please view the companion instructional videos.

Each scoring sheet is to be used for a single staff interview (“assessment activity”). For these interviews, the series includes six scenarios portrayed on video, and six text-based scenarios. We recommend choosing two or three of each kind of scenario (text & video) for each interview. Try to vary the scenarios used for each participant, to add variety to your responses and to prevent participants from sharing responses and influencing their reactions. Once you have chosen your scenarios, present them to the participant one at a time, with adequate time in between for responses and a transition to the next scenario. Remember, do not give staff members the “correct” response.

This document provides suggested action steps to be initiated in the first thirty seconds of each scenario. The facilitator should customize this scoring sheet by inserting additional action steps for each scenario based on local emergency preparedness plans. As appropriate for each scenario, get feedback from local public safety officials and other community partners to develop a properly customized scoring sheet. For more information about how to edit this document and the staff development workbook, see the document titled “Read Me & How To”.

You can also consider conducting another round of assessment interviews to measure improvement. When doing so, be sure to use scenarios that participants have not yet been exposed to.

NOTE: The “best” response to each scenario will change based on each facility. Even a slight variation in layout, staffing, geographic location or a number of other details can have dramatic effects on each situation.

© 2012 Safe Havens International, All rights reserved.

This publication is protected by copyright laws. All text, image and other materials contained or displayed in this publication are proprietary to Safe Havens International and constitute valuable intellectual property. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of Safe Havens International, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. Facilitators using this series can make temporary modifications to the document as described in the “Read Me & How To” document, and only for the purposes of use in conjunction with this product. All unauthorized reproduction, copying, duplication of the contents of this publication shall constitute intentional infringements of Safe Havens International intellectual property and shall further constitute a violation of our trademarks, copyrights and other rights. Without further notice, we will prosecute to the fullest extent allowed by law.

For permission requests, please write to:

Safe Havens International
P.O. Box 27390
Macon, Georgia 31221-7390

SCORING SHEET FOR STAFF ASSESSMENT ACTIVITIES

Facilitator: _____ Date: _____ Time: _____

Participant job role: _____ School/Facility: _____
 (Administrator, Teacher, etc.)

NOTE: The facilitator should only read scripted scenarios (included below) or show video scenarios to participants. Do **not** read or otherwise prompt available responses. These are designed only for data collection purposes.

Scenario	Action steps	Gaps observed
E101.1 – Angry parent at soccer game with a knife Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> If possible, move yourself and other staff to a secure location and lock the door <input type="checkbox"/> Call 911 (If the main office is not staffed during the event) <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
Additional Observations:		
E101.2 – Angry parent with knife in office Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> If possible, move yourself and other staff to a secure location and lock the door <input type="checkbox"/> Implement a lockdown <input type="checkbox"/> Call 911 <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
Additional Observations:		
E101.3 – Staff member having a heart attack in hallway Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Notify the main office and request they call 911 <input type="checkbox"/> Render first aid as appropriate to your level of training <input type="checkbox"/> Request that someone bring an automatic external defibrillator (AED) if one is available <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
Additional Observations:		

Scenario	Action steps	Gaps observed
<p>E101.4 – Student drug overdose</p> <p>Scenario used:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Notify the main office <input type="checkbox"/> Render first aid as appropriate to your level of training <input type="checkbox"/> Instruct the other students not to leave the area <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p>E101.5 – Unconscious student in gym</p> <p>Scenario used:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Notify the main office <input type="checkbox"/> Render first aid as appropriate to your level of training <input type="checkbox"/> Instruct another staff member to remove other students from the area. <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p>E101.6 – Emotionally distraught woman with butcher knife in cafeteria</p> <p>Scenario used:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> If possible, move yourself and other staff to a securable location and lock the door <input type="checkbox"/> Notify the main office and request that they order a lockdown <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		

Scenario	Action steps	Gaps observed
<p><i>E101.7 – Fire:</i> School is in session. You are in your work area and you smell something burning. You look around, seeing smoke now too. Getting up from your desk, you look around the room and notice a fire in the other end of your work area. You look around for other staff members – has someone else reported this yet? No other staff members are in sight, and the fire is starting to spread. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate evacuation of students and staff in your immediate area <input type="checkbox"/> Pull the fire alarm <input type="checkbox"/> Notify the main office <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p><i>E101.8 – Bad dog:</i> You’re outside the school. There are students scattered around the outside of the building; some of them are moving between classes and some of them are working on group assignments farther away at some picnic tables. Another staff member, out of your line of sight, is supervising them. Hearing a snarling sound, you turn to see a large dog wandering on the edge of campus. Sniffing the ground and walking along at a moderate pace, the dog notices the students and starts moving towards them. The dog seems to get excited and more aggressive as it runs. As you look back at the students, you realize that the other staff members can’t see the dog yet. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Implement a reverse evacuation, cautioning the students not to run <input type="checkbox"/> Notify the main office <input type="checkbox"/> Call 911 <input type="checkbox"/> Alert other staff <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p><i>E101.9 – Man with gun outside:</i> You are outside the school and there are a number of students in the area during lunch period. You notice a man on the edge of campus, wandering and avoiding coming directly on campus, but obviously skirting the campus and watching the students. He is walking in an odd manner, and as you watch him, you realize he is intoxicated. Watching him more closely, you realize that he has a pistol in his right hand, concealing it partially by holding it close to his leg as he walks. As he continues to approach, he looks angry and has an intense expression on his face. You realize that the other staff members who are also supervising students have not yet noticed him. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Alert other staff <input type="checkbox"/> Call a reverse evacuation <input type="checkbox"/> Notify the main office <input type="checkbox"/> Once inside the school, implement lockdown procedures in the first suitable area <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		

Scenario	Action steps	Gaps observed
<p><i>E101.10 – Employee conduct:</i> Walking through the halls after school, you just finished supervising an extracurricular student group meeting. Passing by an open door, you notice a teacher and a student in a classroom, and you find it odd that you hadn't heard them talking as you approached. They seem to be talking very quietly, and the teacher is stroking the student's hair in an inappropriate manner. They have not yet noticed you as you pause by the doorway. No other staff or students are present in the room or the surrounding hallways. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ask the student to accompany you <input type="checkbox"/> Take the student to the office and immediately report the situation to a supervisor <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p><i>E101.11 – Shootout:</i> You are outside of the school supervising students at recess when you hear a series of gunshots in quick succession near the school. You look in the direction of the sound of the gunshots and see what appears to be two groups of individuals shooting at each other. The two men in one group are yelling angrily, and the other group is trying to run away but are not sure in which direction to run. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Call a reverse evacuation <input type="checkbox"/> Notify the main office <input type="checkbox"/> Once inside the school, implement lockdown procedures in the first suitable area <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		
<p><i>E101.12 – Drunk driver:</i> You are outside the school supervising a group of students when you hear the distinct sound of a vehicle approaching at a high rate of speed. The car jumps a curb, careening across the grounds and barely missing the school sign. As students run for cover, the car crashes into the side of the school. With a tire spinning and steam pouring from under the hood, the driver gets out of the car and walks towards you, apparently uninjured. He is holding what appears to be a large beer bottle and is staggering as he walks, saying "Is everybody OK?" a few times. What would you do?</p> <p>Scenario used: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Implement a reverse evacuation <input type="checkbox"/> Notify the main office <input type="checkbox"/> Once you are inside the school, implement lockdown procedures as soon as you find a suitable location <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate sequence for action steps <input type="checkbox"/> Missing critical action steps <input type="checkbox"/> Other:
<p>Additional Observations:</p>		