

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: Teachers and support staff are preparing for the school day early Thursday morning. An announcement comes over the intercom asking everyone to report to the cafeteria for an impromptu meeting. When everyone has gathered the principal explains that she has received word from contacts in the community that a fatal vehicular accident has occurred this morning in town involving multiple cars. Among those people allegedly involved in the accident is Mr. Byron, the beloved choral teacher; and student grader Delilah Sampson.

Around 9 am, the principal informs teachers individually that it was student Delilah Sampson who passed away earlier this morning in the multi-vehicle car accident. Mr. Byron has been taken to the local hospital for observation.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

RESOURCES 

Visit SchoolSafety.maryland.gov, go to "Resources", then "Training"



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