

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: It is 4:15 pm on a Friday in January. The school's principal receives a call on her personal cell that the school bus carrying the basketball team to an away-game has been involved in an accident. Initial reports indicate that the bus slid off a back road into a ditch and overturned. Freezing rain began falling around 3:45 pm. Unfortunately, central office waited too late to cancel after school activities, and when they finally made the call a bus carrying the basketball team to an away-game had already departed.

A school employee who was driving home came upon the accident and called the principal immediately. He reports that emergency vehicles are on scene, and that some students have exited the bus through the emergency exit located at the back of the bus. The driver and some students are still inside the bus, and the extent of injuries is not known. The employee reports that the students who exited the bus are standing very close to the road, and many appear to be texting people and taking pictures, possibly to post to social media. The temperatures are also dropping due to the inclement weather.

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	



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BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
situation?	

DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
Are there any disabilities or special needs that need to be addressed?	
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 [ShoolSafety.maryland.gov](https://schoolsafety.maryland.gov), go to "Resources", then "Training"



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