

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: As a senior-level administrative staff member, you are designated as the person to receive tips from the Safe Schools Maryland Anonymous Reporting System. One day you receive a call from the Reporting system because of a tip that has not been viewed for almost a week. The tip states that a teacher has been taking a student to public places, almost as if they are 'on a date.' On a couple different occasions they have been to the movies, a local bookstore, and a restaurant in a neighboring town. There are pictures of the student and teacher attached in this tip. While nothing appears 'romantic', it is still inappropriate. When you address the teacher, he simply states he is 'mentoring the student.' After further investigating, including discussing concerns with the parents, you discover they are aware that the teacher has been taking their child on these outings.

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 & Exercise"



CONTACT INFO



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