

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: The school office is notified by a student that a substitute teacher needs help with a belligerent student. This is the first day for the substitute and the student she is working with has a documented history of defiance. An administrator responds to the 2nd floor classroom to assist and finds the class and the substitute teacher in the hallway, they appear highly anxious. The substitute teacher informs the administrator that the student has found a sharp pair of scissors and is threatening to cut her wrists if anyone comes near her. She states that the student was fine one minute, and then pulled the scissors out of her desk and started crying and screaming that she 'couldn't take it anymore.' Upon entering the room, the administrator immediately notices superficial wounds on the students arms.

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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