

# MARYLAND CENTER for SCHOOL SAFETY

## Weekly Tabletop Exercises

**Date:**

**Facilitator:**

**Participants:**

**Which part of your Emergency Plan are you reviewing:**

**Scenario:** It is 7 am on a Monday morning. There is a staff meeting with all teachers and administration in attendance. A staff member steps away to answer the phone that has been ringing in the main office for the last several minutes. When the staff member returns she quietly informs the principal that a 911 operator called stating that a woman believes her husband has left the house with a gun and was heading toward the direction of the school.

The time is now 7:20 am. Central office has been notified of the situation. They have contacted your schools SRO to inform them that all schools in the district have been instructed to go to a Secure status. The individual is at large and the local PD is searching for him. School buses are en route to the school.

7:35 am. School buses have arrived at the school, as well as parents dropping their students off. There has been no word from the Central office. Three patrol cars have arrived at the school and are in communication with your SRO. At 10:00 am, the suspect is apprehended by the local PD. Central Office has moved to a modified lockdown. Parents and students are highly distraught.

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](https://SchoolSafety.Maryland.gov), go to "Resources", then "Training & Exercise"



CONTACT INFO



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