

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: 1. It is 12 P.M on a Wednesday in May, and your school has just suffered a power outage. Your P.A. system, phone system and computer network are down. 30 minutes later, you are notified that the power will be out the rest of the school day with restoration scheduled for between 4 and 6 P.M. Hallway and classroom emergency lights are functioning and provide dim illumination sufficient for student movement. Students from interior classrooms without windows are moved to perimeter classrooms with windows. Directions for this process are delivered classroom to classroom by the principal and office staff. The lack of power has affected the HVAC system and the temperature in the building begins to slowly increase. The principal initially called the central office and has been in consultation with the Superintendent. The decision is made to wait for more information from the power company as to the expected duration of the outage. The reason for this decision is because the power outage is affecting the community within a 3 mi radius, where a majority of the students live. Something to think about is: do you send children home to houses that have no electricity, and parents who may be at work?

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 

Brittani Ayers, School Prevention and Intervention Specialist **brittani.ayers@maryland.gov**

