

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: In the middle of the school day, the school secretary receives a call from a teenage male who states that the school has a bomb in it, and then hangs up. Due to the nature of the threat, everyone in the school departs to the planned evacuation sites. As the last few people are exiting the building, a loud bang goes off on the second floor. Luckily, no one was on the second floor. Police begin to investigate what caused the small explosion. Go through the steps of removing children from the building. Go through the steps of walking to the evacuation sites. Go through the steps of reunifying students with their families.

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**

