

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: Your transportation department received a grant to work with a Tech company that has promised to smooth out difficult routes and help your school district save money on transportation needs. With the continuing bus driver shortage, this company's assistance is much needed. The company uses mathematical models and machine-learning technology to calculate quicker routes.

The new routes and driver instructions are implemented on the first day of school. School starts at 8:45am. By 9:20am, 5 of your 12 buses have not returned to school. When the transportation manager calls some bus drivers, they inform him that they are still in the middle of their routes and have only picked up a third of the students.

By 11:15 am all of your buses have picked up and dropped off all of the students. You called the Tech Company to discuss what happened, and they reconfigured some things and assured you that this afternoon would be better. The buses pick the students up from school at 3:30pm and begin the drop-off process. At 4:15pm, you start to receive calls from parents, asking where their child is. At 4:45pm, an hour and fifteen minutes after the buses left the school, 60 students from multiple buses had still not made it home. The transportation manager, as well as yourself, are in contact with all of the drivers, and they assure you that they are just following the GPS's route instructions. At 5:30pm, you get a call from your local sheriff's department, informing you that some parents are now calling the police because they are concerned that their children are not safe and that they want the buses located. After hours of working with the police and the Tech Company, your last kid is dropped off at their house at 6:30pm.



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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?	

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?	



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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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