

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: The cafeteria is being used after-hours by a senior volunteer committee. Two of the people in attendance use mobility aids (i.e. a wheelchair and a cane). Thirty minutes into the meeting, the power goes out. The committee waits about 10-12 minutes to see if the power will come back on. Because they do not hear a generator kick on, they decide they should go find help. After another minute or two the generator has yet to start, it is pitch black in the cafeteria, and because it is February, there has been a noticeable decrease in the temperature. As the volunteers only use the cafeteria as a meeting place, they are not very familiar with the school layout. Due to the fact that it has now been almost 20 minutes of no power, and no one from the school has come to check on them, they decide to call 911. By the time an after-hours staff member comes to check on the volunteer committee, emergency responders are en-route.

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 [ShoolSafety.maryland.gov](https://schoolsafety.maryland.gov), go to "Resources", then "Training"



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