



**Statewide School-Based Tabletop Exercise**  
**“After School Bleacher Collapse”**

**Instructions:**

- Based on the participating organizations in the Tabletop Exercise navigate to the facilitator’s question section that best fits the audience present.
  - Whole Community: LEA leaders, school staff, and local first-responders, emergency management, and/or other local agencies
  - School Community: LEA leaders and school staff
  - LEA Leaders Only: LEA staff
- It will be important to maintain a “parking lot” if using engagement Options 2 and 3. Some discussion will require making assumptions about first responder activities. **It is imperative that there is follow-up with any organization that will be part of an emergency response but not onsite during the exercise** so that the LEA has a wholistic perspective of the incident and future plans and responses reflect these findings.

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## Introduction and Exercise Overview

Date: February 12, 2025, from 9:00 a.m.- 12:00 p.m.

### Exercise Agenda:

Time	Activity
8:45	Meeting room opens, technology checks
9:00-9:15	Welcome, Introductions, and Exercise Overview
9:15-9:20	Module 1: Overview
9:20-9:45 (25 min)	Module 1: Onsite Discussion
9:45-9:55 (10 min)	Module 1: Brief-Out
9:55-10:00	Module 2: Overview
10:00-10:40 (30 min)	Module 2: Onsite Discussion
10:40-10:55 (15 min)	Module 2: Brief-Out
10:55-11:00	Module 3: Overview
11:00-11:30 (30 min)	Module 3: Onsite Discussion
11:30-11:45 (15 min)	Module 3: Brief Out
11:45-12:00	Exercise Conclusion

### Exercise Objectives

1. Evaluate the effectiveness of school systems' coordination with partners during a school-based incident.
2. Evaluate LEA communication protocols with both internal (staff, students) and external (parents, emergency responders) stakeholders throughout the response process during an after-school event.
3. Understand resources and assistance needed at the local level, and the ability of the state and other stakeholders to provide support.

### Exercise Outcome



Coordination of Efforts - Coordinate efforts between school personnel and local responding agencies to ensure alignment of efforts, actions, and communications while eliminating duplication of efforts and conflicting communications.

**Exercise Ground Rules**

- Short discussion after all modules among local groups.
- No “right” answers - discuss all options.
- Test the plan(s).
- Accept the artificialities of the scenario.
- Make notes on your responses and be prepared to brief out to the larger group.
- This is a self-evaluation opportunity for the system and school.

# Whole Community Tabletop Exercise

## Engagement Option: Whole Community Module 1

### Engagement Option 1: Whole Community

#### **Participants:**

- LEA leaders
- School staff
- Local First Responders

*Can include participants from multiple counties or just one county.*

#### **Module 1 Intent:**

- Initial Notifications
- Evacuation
- First Responder Coordination
- Accounting for attendees

#### **Module 1 Facilitator's Questions**

*Onsite Discuss: 25 minutes*

#### **Notifications:**

- What are the specific steps for notifying emergency responders?
  - Who is responsible for making the call, and what information should be provided?
  - What challenges might arise in navigating to the site during a large event?
- How will you ensure that all staff and key personnel are aware of the incident quickly?
- What is the protocol for schools to notify LEA administration?

#### **Evacuation:**

- What school procedures will be used to safely evacuate spectators and students from the gym?
  - Do staff have specific responsibilities?
  - What will first responders do once on scene?

## **Engagement Option: Whole Community**

### **Module 1**

- How will the evacuation process account for individuals who are injured or unable to move?
- What contingencies exist if evacuation routes are blocked or compromised?

### **First Responder Coordination:**

- Who from the school will serve as the primary liaison to first responders, and how will they coordinate?
- What key details will you share with arriving first responders to assist with their operations?
- (To First Responders) What information do you need from the schools? What is the best way to share information when you arrive on-scene?
- How will the school manage the scene to ensure responders have unrestricted access to critical areas?

### **Accounting for Individuals:**

- How will staff account for everyone present, including students, staff, and visitors, during the event?
- What tools or processes are used for maintaining situational awareness during the accounting process?

### **Optional/Additional Questions**

#### **LEA**

- Who within the LEA is designated to provide immediate oversight and support to the school principal and onsite staff?
- How will the LEA ensure compliance with its emergency plans and protocols during an incident of this magnitude?

#### **School Staff Questions**

- How are teachers and administrators trained to communicate with LEA and County Partners during an MCI (Mass Casualty Incident)?
- What is the process for staff to notify administration and LEA officials of the incident?

## Engagement Option: Whole Community

### Module 1

#### County Partner Questions

- What steps will law enforcement take to secure the area and ensure the safety of uninjured students, staff, and spectators?
- First response agencies, can you describe how county hospitals prepare for receiving multiple victims from a school incident?

## Engagement Option: Whole Community

### Module 2

#### Module 2 Focus Areas:

- Command and Control
- Patient Tracking
- Joint Information Center
- Parent Management

#### Module 2 Facilitator's Questions

*Onsite Discuss: 30 minutes*

#### Establishing Command:

##### What is incident command?

The incident command system (ICS) is a standardized management system used by emergency responders like fire departments, EMS, and police to organize and coordinate their response to an incident, allowing for efficient and effective operations regardless of the size or complexity of the event, by assigning clear roles and responsibilities within a hierarchal structure.

##### Why is this important to schools?

Before first responders arrive to an incident at a school, the school is managing the incident and likely has someone who is functioning as the incident commander. When first responders arrive on scene, they will establish command. It is imperative that the school stay in the command structure to support incident management and coordinate with first responders.

How will the Incident Command System (ICS) be activated, and what roles will school staff play in this structure when command is first established?

- If possible, consider drawing the specific structure out on chart paper.

## Engagement Option: Whole Community Module 2



**Facilitators Note:** Encourage first response agencies to explain the ICS structure to school staff and have participants identify where and how school staff fit into the structure.

How will the transition from incident command (one organization as lead) to unified command (multiple organizations collaborating as leads) be managed?

- The school **must** be involved in unified command. What is the school's role in unified command as law enforcement, fire, and EMS personnel arrive on scene?

### Patient Tracking:

- What system will you use to verify and reunite students with their parents in a secure and organized manner?
- Is there a system or process will be used to track patients as they are triaged, extricated, and transported to hospitals?
- How will information about victims be relayed, shared, and managed while ensuring privacy?
- Is there a process will ensure the school retains accurate records of who was transported and to which hospitals?
- Will school staff accompany students to the hospital/serve as the liaison for parents at the hospital?

### Joint Information Center (JIC):

- Who will coordinate the establishment of the Joint Information Center (JIC)?
  - Who will staff the JIC for the first few hours of the incident?
  - Where will it be located?

## **Engagement Option: Whole Community**

### **Module 2**

- How will the JIC ensure consistent and accurate information is shared with stakeholders, including parents, media, and the community?
  - What challenges are anticipated?

### **Parent Management:**

- What role does county law enforcement play in managing traffic congestion and crowd control as parents arrive?
- How will you handle a surge of concerned parents arriving at the school?
- What system or process will the school use to verify and reunite students with their parents in a secure and organized manner?
- How will staff address heightened emotions from parents and prevent disruption of response operations?

### **Optional Questions**

#### **LEA Questions**

- How does the LEA establish communication with Incident Command to provide logistical and operational support?
- How does the LEA coordinate with county partners to manage concerned parents arriving at the scene?

#### **School Staff Questions**

- What role do school staff play in supporting first responders with site-specific information, such as building layouts and gym rosters?
- How do staff members manage uninjured students to keep them calm and accounted for while rescue operations are underway?
- What actions do administrators take to maintain communication with parents and provide updates during the incident?
- How will information about victims be relayed while ensuring privacy?

## Engagement Option: Whole Community

### Module 2

- What process will ensure the school retains accurate records of who was transported and to which hospitals?
  - Is this something the school is responsible for?
- How will you confirm that all transported students have been accounted for and identified at hospitals?
- What processes will you use to notify parents about their child's status and location?
  - Is the school responsible for this action?
- How will you balance the need for speed with privacy laws (e.g., HIPAA) when sharing medical information?
- How do school staff manage and account for non-injured students during the evacuation?
- What roles do specific staff (e.g., coaches, chaperones, security) play in maintaining order and safety during the initial response?

#### County Partner Questions

- How does the county's Joint Information Center (JIC) handle media inquiries, and how does it coordinate messaging with the LEA?

## **Engagement Option: Whole Community**

### **Module 3**

#### **Module 3 Focus Areas:**

- Media Response
- Demobilization
- School Community Recovery

#### **Module 3 Facilitator Questions:**

*Onsite Discuss: 35 minutes*

#### **Media Response:**

- What, how, and how frequently will PIOs from different organizations coordinate (in-person, virtual, how frequently are PIOs coordinating, is there a division of tasks?)
  - What is the approval process for information publication from each organization?
- What should be included in the superintendent's press release, and how will it be coordinated with other agencies?
- Who will serve as the spokesperson for the school system, and how will they handle difficult questions from the media?
- How frequently will media briefings occur?
- How will you correct inaccurate or sensationalized media reports while maintaining public trust?

#### **Demobilization:**

- What steps will be taken to demobilize emergency response operations and close the school?
- How will school staff be notified that they can go home?
  - Is there a personnel accounting process as school staff demobilize?
- What protocols exist for coordinating support for affected families?

#### **School Community Recovery:**

- What actions will be taken to secure the gym and prevent unauthorized access during the recovery and investigation phase?
- Will school reopen tomorrow (Friday)?
  - Who makes that decision?

## **Engagement Option: Whole Community**

### **Module 3**

- How will you address emotional and mental health needs for students, staff, and parents following the incident?
  - Are there outside (other counties, state, NGO) resources you would request?
- Where will gym-based activities (P.E. classes, after-school sports) occur while the gym space is repaired?
  - Who is responsible for making this decision?
  - What challenges may arise when relocating and repairing the gym?

#### **Optional Questions**

##### **LEA Questions**

- How will you correct inaccurate or sensationalized media reports while maintaining public trust?
  
- How long will the JIC be activated?

##### **School Staff Questions**

- How will the principal and staff provide feedback to the LEA regarding the effectiveness of response protocols?
  
- What role does the principal or designee play in ensuring accurate communication within the school and with external stakeholders?

##### **County Partner Questions**

- How does law enforcement support the school and LEA in ensuring a smooth demobilization and restoration of normal school operations?
  
- How do county partners work with the LEA to conduct an after-action review and update emergency plans?

# School Community Tabletop Exercise

## Engagement Option: School Community

### Module 1

## Engagement Option 2: School Community

### **Participants:**

- LEA leaders
- School staff

### **Module 1 Intent:**

- Initial Notifications
- Evacuation
- First Responder Coordination
- Accounting for attendees

### **Module 1 Facilitator's Questions**

*Onsite Discuss: 25 minutes*

#### **Notifications Discussion:**

- What are the specific steps for notifying emergency responders?
  - Who at the game is responsible for making the call, and what information should be provided?
- How will the school ensure that all staff and key personnel are aware of the incident quickly?
- What is the process for staff to notify administration and LEA officials of the incident?
  - Is this process consistent with the LEAs expectations of schools in the jurisdiction?

#### **Evacuation Discussion:**

- What procedures will be used to safely evacuate spectators and students from the gym?
  - What are school staff responsibilities in immediately evacuating the gym?
  - How will the evacuation process begin (before first responders arrive)?
  - When first responders arrive on scene how will this evacuation process adjust to integrate law enforcement?

## Engagement Option: School Community

### Module 1

- What information sharing or coordination needs to happen to ensure efficient evacuation of students and spectators?
- What contingencies exist if evacuation routes are blocked or compromised?

#### Accounting for Individuals:

- How do school staff manage and account for non-injured students and spectators during the evacuation?
- What tools or processes are used for maintaining situational awareness during the accounting process?
  - Do outside county stakeholder integrate into this process?
  - Based on past incidents, are there opportunities to adjust or improve situational awareness between school staff and county partners?

**Facilitator's note:** *if any new ideas are shared note these for future follow-up discussions with county stakeholders.*

#### First Responder Coordination:

- Who from the school will serve as the primary liaison to first responders, and how will they coordinate?
- What key details will you share with arriving first responders to assist with their operations?
- How will the school manage the scene to ensure responders have unrestricted access to critical areas?

## Engagement Option: School Community

### Module 1

#### Optional/Additional Questions

- Do schools have mass casualty incident (MCI) plans? What aspects of that plan would come into effect in this incident?
- What is the LEA's standard protocol for notifying key county and state personnel of an incident at a school event?
- Who within the LEA is designated to provide immediate oversight and support to the school principal?
- Will the LEA coordinate with transportation services or other atypical partners to assist with evacuation or student movement?
- How will the LEA ensure compliance with its emergency plans and protocols during an incident of this magnitude?

#### School Staff Questions

- How are teachers and administrators trained to communicate with LEA and County Partners during an MCI (Mass Casualty Incident)?
- What roles do specific staff (e.g., coaches, chaperones, security) play in maintaining order and safety during the initial response?
- What is the school staff's process for handling inquiries from parents who may arrive on-site or call during the incident?
- Who from the school will serve as the primary liaison to first responders, and how will they coordinate?
- How will school staff manage the scene to ensure responders have unrestricted access to critical areas?

**Engagement Option: School Community**  
**Module 1**

## Engagement Option: School Community Module 2

### Module 2 Focus Areas:

- Command and Control
- Patient Tracking
- Joint Information Center
- Parent Management

### Module 2 Facilitator's Questions

*Onsite Discuss: 30 minutes*

#### Establishing Command:

##### What is incident command?

The incident command system (ICS) is a standardized management system used by emergency responders like fire departments, EMS, and police to organize and coordinate their response to an incident, allowing for efficient and effective operations regardless of the size or complexity of the event, by assigning clear roles and responsibilities within a hierarchal structure.

##### Why is this important to schools?

Before first responders arrive to an incident at a school, the school is managing the incident and likely has someone who is functioning as the incident commander. When first responders arrive on scene, they may establish command, but it is imperative that the school stay in the command structure to support incident management and coordinate with first responders.

- How will the Incident Command System (ICS) be activated, and what roles will school staff play in this structure when command is first established?
  - Do school staff understand the ICS structure? Are there ways to adapt the ICS structure to fit the school?
  - If possible, consider drawing the specific structure out on chart paper.

## Engagement Option: School Community Module 2



- The school **must** be involved in unified command. What is the school's role in unified command as law enforcement, fire, and EMS personnel arrive on scene?

### Patient Tracking:

- Is there a system or process the school will use to track patients as they are triaged, extricated, and transported?
  - Does this system or process vary based on if the attendee is a student or non-student spectator?
- How will information about patients be relayed, shared, and managed while ensuring privacy?
- Is there a process will ensure the school retains accurate records of who was transported and to which hospitals?
- Will a staff member accompany any students to hospitals? Alternatively, would a staff member go to each of the hospitals students have been transported to and serve as a liaison?

### Joint Information Center (JIC):

- Who will coordinate the establishment of the Joint Information Center (JIC)?
  - Who will staff the JIC for the first few hours of the incident?
  - Where will it be located?
- How will the JIC ensure consistent and accurate information is shared with stakeholders, including parents, and eventually the media and the community?

### Parent Management:

## **Engagement Option: School Community**

### **Module 2**

- How will the school handle a surge of concerned parents arriving at the school?
- What system or process will the school use to verify and reunite students with their parents in a secure and organized manner?
- How will staff address heightened emotions from parents and prevent disruption of response operations?
  - What role does county law enforcement play in managing traffic congestion and crowd control as parents arrive?

#### **Optional Questions**

##### **LEA Questions**

- How does the LEA establish communication with Incident Command to provide logistical and operational support?
  
- How does the LEA coordinate with county partners to manage concerned parents arriving at the scene?

##### **School Staff Questions**

- What role do school staff play in supporting first responders with site-specific information, such as building layouts and gym rosters?
  
- How do staff members manage uninjured students to keep them calm and accounted for while rescue operations are underway?
  
- What actions do administrators take to maintain communication with parents and provide updates during the incident?
  
- What process will ensure the school retains accurate records of who was transported and to which hospitals?
  - Is this something the school is responsible for?
  
- How will you confirm that all transported students have been accounted for and identified at hospitals?

**Engagement Option: School Community**  
**Module 2**

- What processes will you use to notify parents about their child’s status and location?
  - Is the school responsible for this action?
  
- What roles do specific staff (e.g., coaches, chaperones, security) play in maintaining order and safety during the initial response?

## Engagement Option: School Community Module 3

### Module 3 Focus Areas:

- Media Response
- Demobilization
- School Community Recovery

### Module 3 Facilitator Questions:

*Onsite Discuss: 35 minutes*

#### Media Response:

- What, how, and how frequently will PIOs from different organizations coordinate (in-person, virtual, how frequently are PIOs coordinating, is there a division of tasks?)
  - What is the approval process for information publication from each organization?
- *(Question directed to a PIO first if present)* What should be included in the superintendent's press release, and how will it be coordinated with other agencies?
- Who will serve as the spokesperson for the school district, and how will they handle difficult questions from the media?
- How frequently will media briefings occur?

#### Demobilization:

- What steps will be taken to demobilize emergency response operations and close the school?
- How will school staff be notified that they can go home?
  - Is there a personnel accounting process as school staff demobilize?
- What protocols exist for coordinating support for affected families?

#### School Community Recovery:

- What actions will be taken to secure the gym and prevent unauthorized access during the recovery and investigation phase?
- Will school reopen tomorrow (Friday)?
  - Who makes that decision?
  - What factors play into making this decision?
- How will the school and LEA address the emotional and mental health needs of students, staff, and parents following the incident?

## Engagement Option: School Community

### Module 3

- Are there outside (other counties, state, NGO) resources you would request?
- Where will gym-based activities (P.E. classes, after-school sports) occur while the gym space is repaired?
  - Who is responsible for making this decision?
  - What challenges may arise when relocating and repairing the gym?

#### Optional Questions

##### LEA Questions

- How will the LEA correct inaccurate or sensationalized media reports while maintaining public trust?
- How long do you anticipate the JIC will be activated?

##### School Staff Questions

- How will the principal and staff provide feedback to the LEA regarding the effectiveness of response protocols?
- What role does the principal or designee play in ensuring accurate communication within the school and with external stakeholders?
- How do county partners work with the LEA to conduct an after-action review and update emergency plans?

# LEA Leaders Only Exercise

### Engagement Option 3: LEA Leaders Only

**Participants:**

- LEA leaders only

*Note some questions are included for the LEA to respond to but may require making assumptions of school staff or first responder activities. In order to achieve the exercise objectives LEA administration will need to follow-up with these partners to validate assumptions and the “parking lot items identified”.*

**Module 1 Intent:**

- Initial Notifications
- Evacuation
- First Responder Coordination
- Accounting for attendees

**Module 1 Facilitator’s Questions**

*Onsite Discuss: 25 minutes*

**Notifications Discussion:**

- What are the specific steps that schools follow when notifying emergency responders?
  - Are there any common notification issues during school based incidents?
  - If so, are the opportunities for the LEA to clarify processes and procedures to help schools improve notification processes?
- How do schools ensure that all staff and key personnel are aware of the incident quickly?
  - If this process varies between schools, are there any best practices the LEA has identified?
- What is the process for staff to notify administration and LEA officials of an incident?

**Evacuation Discussion:**

- What procedures do schools have to safely evacuate spectators and students from the gym?

## **Engagement Option: Local Education Agency**

### **Module 3**

- What challenges does the LEA anticipate the school having with evacuating those onsite?
- Do existing procedures adequately address evacuation during an after-school event with limited staff and non-student attendees onsite?
- Do schools have contingencies for when evacuation routes are blocked or compromised?

#### **Accounting for Individuals:**

- How will staff account for everyone present, including students, staff, and visitors, during the event?
- Are there any county-wide tools that schools should use to maintain situational awareness and coordinate with the LEA?

#### **First Responder Coordination:**

- Do schools typically pre-identify a staff member who will serve as the primary liaison to first responders?
  - If not, are there ways to create this role and socialize it with schools?
  - How could schools and first responders best coordinate if this role is staffed?
- What key details should the school be sharing with arriving first responders to assist with their operations?
- How will the school manage the scene to ensure responders have unrestricted access to critical areas?
  - In past incidents, are there any best practices or common challenges in scene management?
  - How can the LEA support schools in planning for these challenges?

## Engagement Option: Local Education Agency

### Module 3

#### Optional/Additional Questions

- Do schools have mass casualty incident (MCI) plans? What aspects of that plan would come into effect in this incident?
- What is the LEA's standard protocol for notifying key county and state personnel of an incident at a school event?
- Who within the LEA is designated to provide immediate oversight and support to the school principal?
- Will the LEA coordinate with transportation services or other atypical partners to assist with evacuation or student movement?
- How will the LEA ensure compliance with its emergency plans and protocols during an incident of this magnitude?
- How are teachers and administrators trained to communicate with LEA and County Partners during a MCI (Mass Casualty Incident)?
- What roles do specific staff (e.g., coaches, chaperones, security) play in maintaining order and safety during the initial response?
- What is the school staff's process for handling inquiries from parents who may arrive on-site or call during the incident?
- Who from the school will serve as the primary liaison to first responders, and how will they coordinate?
- How will school staff manage the scene to ensure responders have unrestricted access to critical areas?

**Engagement Option: Local Education Agency  
Module 3**

## Engagement Option: Local Education Agency Module 3

### Module 2 Focus Areas:

- Command and Control
- Patient Tracking
- Joint Information Center
- Parent Management

### Module 2 Facilitator's Questions

*Onsite Discuss: 30 minutes*

#### Establishing Command:

#### What is incident command?

The incident command system (ICS) is a standardized management system used by emergency responders like fire departments, EMS, and police to organize and coordinate their response to an incident, allowing for efficient and effective operations regardless of the size or complexity of the event, by assigning clear roles and responsibilities within a hierarchal structure.

#### Why is this important to schools?

Before first responders arrive to an incident at a school, the school is managing the incident and likely has someone who is functioning as the incident commander. When first responders arrive on scene, they may establish command, but it is imperative that the school stay in the command structure to support incident management and coordinate with first responders.

- Do schools understand the ICS structure?
  - If not, are there opportunities to make the structure clearer?
  - Do LEA staff integrate into the ICS structure if on-scene?
- How will the Incident Command System (ICS) be activated, and what roles does the LEA expect school staff play in this structure when command is first established?
  - If possible, consider drawing the specific structure out on chart paper.

## Engagement Option: Local Education Agency Module 3



- How will the Incident Command System (ICS) be activated, and what roles do LEAs expect school staff play in this structure when command is first established?
  - The school **must** be involved in unified command. What is the school's role in unified command as law enforcement, fire, and EMS personnel arrive on scene?
  - Are there opportunities to improve the school's integration into unified command?
- How will the transition from incident command (one organization as lead) to unified command (multiple organizations collaborating as leads) be managed?
  - What is the school's role in unified command?
  - Are there opportunities to improve the school's integration into unified command?

### Patient Tracking:

- Is there a system or process the school will use to track patients as they are triaged, extricated, and transported?
- How do you expect information about victims be relayed, shared, and managed while ensuring privacy?
- Is there a process will ensure the school retains accurate records of who was transported and to which hospitals?
- Does the LEA expect a staff member accompany any students to hospitals? Alternatively, would a staff member go to each of the hospitals students have been transported to and serve as a liaison?

### Joint Information Center (JIC):

## Engagement Option: Local Education Agency

### Module 3

- Who will coordinate the establishment of the Joint Information Center (JIC)?
  - Does the LEA integrate into the JIC?
  - Who does the LEA expect to staff the JIC for the first few hours of the incident?
  - Where will it be located?
- How will the JIC ensure consistent and accurate information is shared with stakeholders, including parents, and eventually the media and the community?

### Parent Management:

- How will the school handle a surge of concerned parents arriving at the school?
  - How can the LEA support the school in parent management?

### Optional Questions

#### LEA Questions

- How does the LEA establish communication with Incident Command to provide logistical and operational support?
- How does the LEA coordinate with county partners to manage concerned parents arriving at the scene?
- What actions do administrators take to maintain communication with parents and provide updates during the incident?
- What process will ensure the school retains accurate records of who was transported and to which hospitals?
  - Is this something the school is responsible for?
- How will the school or LEA confirm that all transported students have been accounted for and identified at hospitals?
- Is there a processes to notify parents about their child's status and location?
  - Is the school responsible for this action?

**Engagement Option: Local Education Agency**  
**Module 3**

- Can the LEA support this activity?

## Engagement Option: Local Education Agency Module 3

### Module 3 Focus Areas:

- Media Response
- Demobilization
- School Community Recovery

### Module 3 Facilitator Questions:

*Onsite Discuss: 35 minutes*

#### Media Response:

- What, how, and how frequently does the LEA expect PIOs from different organizations coordinate (in-person, virtual, how frequently are PIOs coordinating, is there a division of tasks?)
  - What is the approval process for information publication from each organization?
- *(Question directed to a PIO first if present)* What should be included in the superintendent's press release, and how will it be coordinated with other agencies?
- Who will serve as the spokesperson for the school district, and how will they handle difficult questions from the media?
- How frequently will media briefings occur?

#### Demobilization:

- What steps will be taken to demobilize emergency response operations and close the school?
- How will school staff be notified that they can go home?
  - Is there a personnel accounting process as school staff demobilize?
- What protocols exist for coordinating support for affected families?

#### School Community Recovery:

- What actions are expected to be taken to secure the gym and prevent unauthorized access during the recovery and investigation phase?
- Will school reopen tomorrow (Friday)?
  - Who makes that decision?
  - What factors play into making this decision?

## **Engagement Option: Local Education Agency**

### **Module 3**

- How will the school and LEA address the emotional and mental health needs of students, staff, and parents following the incident?
  - Are there outside (other counties, state, NGO) resources you would request?
- Where does the LEA expect gym-based activities (P.E. classes, after-school sports) occur while the gym space is repaired?
  - Who is responsible for making this decision?
  - What challenges may arise when relocating and repairing the gym?

#### **Optional Questions**

##### **LEA Questions**

- How will the LEA correct inaccurate or sensationalized media reports while maintaining public trust?
- How long do you anticipate the JIC will be activate?
- How will the principal and staff provide feedback to the LEA regarding the effectiveness of response protocols?
- How do county partners work with the LEA to conduct an after-action review and update emergency plans?