



February 2025 Discussion-Based Tabletop Exercise

LEA Leads Briefing

Thursday, January 9, 2025

Agenda for Today

| Time | Activity |
|-------------|---|
| 0900 – 0910 | Welcome & Introductions |
| 0910 – 0915 | Exercise Overview & LEA Lead Role |
| 0915 - 0930 | Scenario Modules & Exercise Focus Areas |
| 0930 - 0940 | Exercise Summary Document, Admin, & Logistics |
| 0940 - 1000 | Questions and Adjourn |

Welcome and Introductions



Exercise Purpose:

- To facilitate internal, on-site discussion that promotes communication and collaboration amongst response and recovery stakeholders.



Intended Outcomes:

- Identify gaps and capabilities in coordination with internal and external stakeholders
- Evaluate communications plans within a school-based incident.
- Encourage coordination with other local agencies.
- Identify opportunities for state support with communication and coordination.

Exercise Objectives

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

Exercise Ground Rules

- Short discussion after each module 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 LEA and local partner agencies.

Options for delivery

| Intra-County Whole Community | Inter-County Whole Community | School Community |
|--|---|---|
| <ul style="list-style-type: none"> • How: Two-counties complete the exercise together in-person. • Who: Both LEAs, school staff from both counties, first responders from both counties, all PIOs. • Why: Realistic, challenging, and an opportunity to learn from one another onsite | <ul style="list-style-type: none"> • How: One county completes the exercise in-person assuming the whole scenario is contained to their county. • Who: LEA personnel, school staff, first responders from the county, county level PIOs. • Why: Coordination and communication between various agencies is challenging and complex. All key participants in the response effort will be onsite. | <ul style="list-style-type: none"> • How: One county completes the exercise in-person with school staff and LEA personnel assuming the whole scenario is contained to their county and noting questions and follow-up needed with other county partners. • Who: LEA personnel, school staff from (at least) one high school, PIO. • Why: Managing this incident is complex; first response agencies are unavailable to participate. |

Exercise Rhythm

Scenario Introduction (MCSS Live Stream)

- Breakout: Local Group Discussion
- Brief-out *with all groups*



Scenario Update (MCSS Live Stream)

- Breakout: Local Group Discussion
- Brief-out *with all groups*



Final Scenario Update (MCSS Live Stream)

- Breakout: Local Group Discussion
- Brief-out *with all groups*



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 |

The Leads Role

Before the TTX

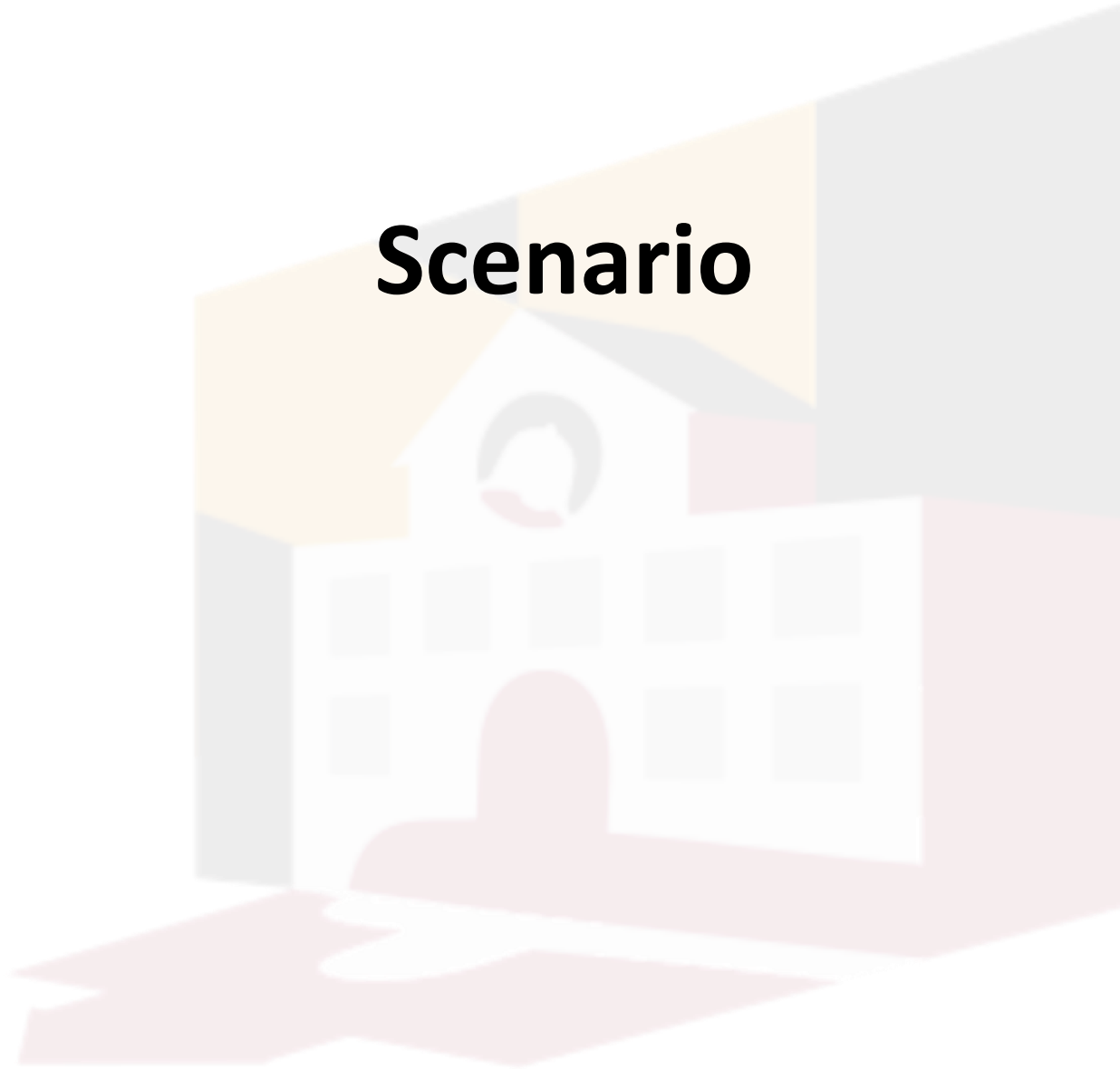
- Determine what style of TTX you would like to deliver in your county
- Ensure the right players in your jurisdiction are invited
- Identify schools for the scenario
- Review facilitator materials*
- Identify a recorder
- Coordinate the space and video conference equipment*

During the TTX

- Facilitate on-site discussion*
- Be prepared to brief-out to the larger group
- Join the post-exercise hotwash at 1pm
- Review the recorder's notes

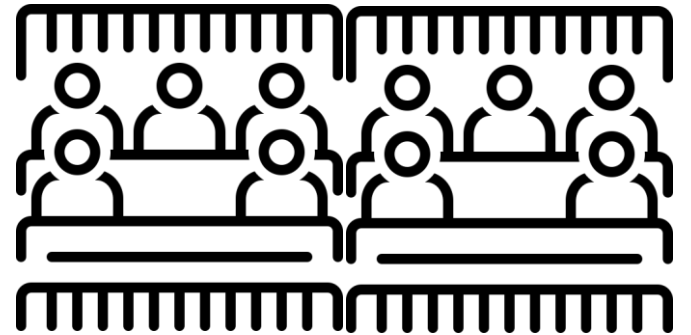
* a task that can be delegated

Scenario



Module 1: Ground Truth

- Today, Thursday February 12th during an **intra- or inter-**county basketball game at County XXX high school, a bleacher collapse occurs in the gymnasium, trapping and injuring multiple individuals.
- The incident takes place during the third quarter of a highly attended game, with parents, students, and school staff present.
- Multiple people call 911 to report the incident.



Module 1: Ground Truth

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Module 1 Focus Areas:

- **Initial Notifications**
- **Evacuation**
- **Accounting for onsite individuals**
- **Coordination with First Responders**

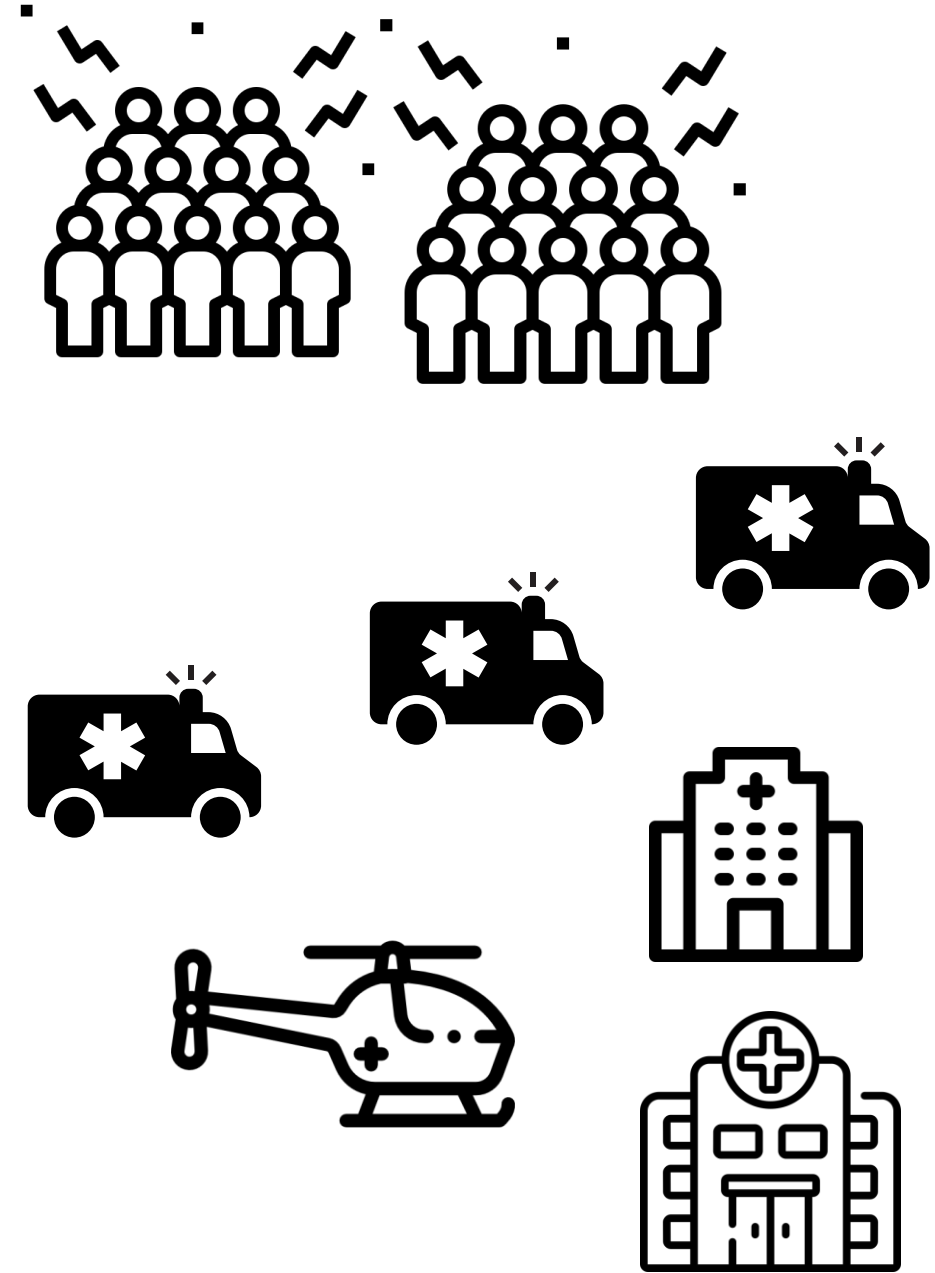
Module 2: Scenario

- Fire, EMS, and law enforcement arrive to find a chaotic scene. People are running out of the gym and there are multiple injuries to students, parents, and faculty.

- Patient Estimates:

- Red - 15
- Yellow - 40
- Green - 85

- First responders have transported the injured to a number of area hospitals and some have been flown by helicopter to regional trauma centers.



Module 2: Scenario

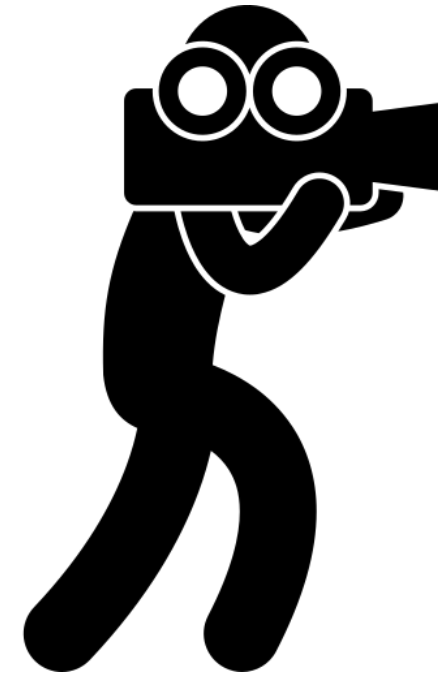
- Fire, EMS, and law enforcement arrive to find a chaotic scene. People are running out of the gym and there are multiple injuries to students, parents, and faculty.
- Patient Estimates:
 - Red - 15
 - Yellow - 40
 - Green – 85
- First responders have transported the injured to a number of area hospitals and some have been flown by helicopter to regional trauma centers.

Module 2 Focus Areas:

- Establishing Command
- Patient Tracking
- Joint Information Center (JIC)
- Parent Management

Module 3: Scenario

- Uninjured students and parents at the basketball game have been calling friends and families to let them know what happened. Parents try calling the school and begin to arrive at the school looking for their children.
- Between the first responders, parents, and media, crowd and traffic control is becoming a serious concern.
- The news crews are looking for a school representative to speak with them to provide a situation update.
- The media has been broadcasting the scene live as it unfolds and is requesting additional situation updates from a school representative. They have been interviewing students and parents that were in the gym when the collapse occurred.
- Concerned parents are asking about where students were taken and the status of school for tomorrow.



Module 3: Scenario

- Uninjured students and parents at the basketball game have been calling friends and families to let them know what happened. Parents try calling the school and begin to arrive at the school looking for their children.
- Between the first responders, parents, and media, crowd and traffic control is becoming a serious concern.
- The news crews are looking for a school representative to speak with them to provide a situation update.
- The media has been broadcasting the scene live as it unfolds and is requesting additional situation updates from a school representative. They have been interviewing students and parents that were in the gym when the collapse occurred.
- Concerned parents are asking about where students were taken and the status of school for tomorrow.

Module 3 Focus Areas:

- Media Response
- Scene Demobilization
- Next Steps

Summary

MCSS Statewide Discussion-Based Exercise

February 2025

DISCUSSION- BASED EXERCISE SUMMARY

Exercise Name: MCSS Statewide Discussion-Based Exercise

Exercise Date: February 12, 2025

Local Education Agency:

| Exercise |
|---|
| <p>Exercise Objectives:</p> <ul style="list-style-type: none">• Evaluate the effectiveness of school systems' coordination with partners during a school-based incident.• Evaluate LEA communication protocols with both internal (staff, students) and external (parents, emergency responders) stakeholders throughout the response process during an after-school event.• Understand resources and assistance needed at the local level, and the ability of the state and other external stakeholders to provide support. |
| <p>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.</p> |

| Exercise Participants | | |
|-----------------------|------------|--------------|
| Name | Role/Title | Organization |
| | | |
| | | |
| | | |

Summary

MCSS Statewide Discussion-Based Exercise

February 2025

| The Discussion-Based Exercise Summary should be utilized by LEA leads to document that the exercise objectives, activities and associated expected outcomes have been met. This summary follows the structure of the discussion-based exercise in order to assist in the tracking of expected outcomes as they play out chronologically with the scenario. This summary should provide information about the testing of school emergency operations plans and procedures that inform lessons learned and next steps for a local after-action report. | | | |
|--|--|---|--|
| No. | Inject | Expected Outcome | Evaluator Comments |
| 0. | <i>Injects are specific events or messages within the scenario that prompt participants to implement the plans, policies, and/or procedures that require testing during the exercise. Each inject should be considered its own “event” within the timeline of the scenario. It is not always necessary to follow an inject with questions, however, they can be useful to foster valuable dialogue or help reach expected outcomes.</i> | <i>Expected outcomes represent management or administration’s desired responses or actions to the questions or messages proposed during the delivery of injects. Expected outcomes should come directly from the plan being tested, as well as previous training staff may have received.</i> | <i>Key observations should be documented as they relate to participant responses and whether expected outcomes are met. It may be necessary to document conversations, player actions, times, resources and other observations that help the local team determine if participants are demonstrating knowledge of their role/responsibilities as outlined in the emergency operations plan.</i> |
| 1. | <ul style="list-style-type: none"> • Today, Thursday February 12th during an intra- or inter- county basketball game at County XXX high school, a bleacher collapse occurs in the gymnasium, trapping and injuring multiple individuals. • The incident takes place during the third quarter of a highly attended game, with parents, students, and school staff present. • Multiple people call 911 to report the incident. | | <p>Did the participants meet the expectations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially</p> <p>Observations:</p> |

Summary

EXERCISE SUMMARY

| Evaluator Information | |
|-----------------------|-------------|
| Facilitator Name: | Role/Title: |

| Overall Capability Rating | | |
|---------------------------|---------------------------------|-------------------|
| Select one | Rating Scale | Explain Selection |
| | Performed without challenges | |
| | Performed with some challenges | |
| | Performed with major challenges | |

Ratings Definitions

| | |
|--|---|
| Performed without Challenges (P) | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| Performed with Some Challenges (S) | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| Performed with Major Challenges (M) | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |

Summary

AFTER ACTION REPORT INFORMATION

| Lessons Learned | |
|---|--|
| What went well? | |
| What were areas for improvement? | |
| What additional trainings and/or exercises are warranted and for whom? | |
| What changes to the Emergency Operating Plan and Procedures are warranted? | |

Once the Exercise Summary is complete please email a copy to your MCSS regional representative and copy Dino Pignataro.

Hotwash

- An LEA Lead (only) hotwash will be held following the exercise at 1:00 pm using the same meeting link.
- This hotwash is designed to be a **low-stress, no-fault** environment.
 - Varying viewpoints will be encouraged and expected.
- Focus on systems/processes/plans – **not** people.

Possible Hotwash Questions

What unanticipated issue arose during the exercise?

What can be done better next time?

What went well?

What gaps were identified?

What are some high-priority issues that should be addressed?

What are some ideas and recommendations for improvement?

What weaknesses did this exercise expose?

Materials Coming To You

For the leads viewing ONLY

- The slides from this presentation
- Facilitator's Guide (coming soon)
- A blank summary document for you to use on Feb 12 that will include the three modules

To share with appropriate personnel

- Communication samples for after the event

Next Steps

- Confirm the style of TTX you want to conduct
 - Identify a partner county, if choosing that TTX option
 - Identify two high schools, determine which location would host the game
- Follow-up with exercise invitations, noting in-person component
- Confirm location with technology
- Test connectivity, camera, speakers, etc.
- Establish a “parking lot” to note outstanding issues and topics for future discussion
- Optional:
 - Identify a separate, impartial observer/notetaker
 - Conduct an internal onsite Hotwash following the exercise, and/or develop an After-Action Report using the AAR tool

Questions, Comments, & Additional Needs:



Thank you for participating!