

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: During most of the school day there have been severe thunderstorms rolling through your county. At 11 am, your phone dings with an alert that a tornado watch has been enacted by the National Weather Service. As you continue to monitor the weather the best you can via a local radio station, at 1:45 pm, your phone begins vibrating along with a loud notification alarm and an accompanying text from your local Emergency Management Department stating the following: **A TORNADO WARNING in effect until 2:30 pm EST. Tornado spotted in this area. This is a life-threatening situation. Take shelter now in a basement or interior room on the lowest floor of a sturdy building. If you are outdoors, in a mobile home, or in a vehicle, move to the closest substantial shelter and protect yourself from flying debris.** After checking the weather on a local news app, you see that a tornado has touched down approximately 10 miles away from your school. In your LEA, high school dismisses school at 2:15 pm, therefore buses have begun lining up outside of the school for the last 10-15 minutes.

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?	
How does this affect students who may need additional help?	
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?	
Do changes need to be made to your emergency plan?	
How do you improve?	

RESOURCES



Visit SchoolSafety.Maryland.gov, go to "Resources", then "Training & Exercise"



CONTACT INFO



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