

MARYLAND CENTER for SCHOOL SAFETY

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: 911 receives a call from a cab driver who states that they have concerns about a passenger they dropped off to a school this morning around 10:45 am. The passenger didn't say anything suspicious but he was carrying a large bag, possibly a sports equipment bag, and while he was young, he looked too old to be attending high school, not to mention by quarter to 11 am, he would be considered very late for the school day. The cab driver mentioned that the passenger did not want to be dropped off in front of the school, but a side entrance off the main road. After the passenger exited the car and the cab driver was driving away, she noticed in her rearview mirror that the passenger seemed to have met up with another person. The entire situation made her very uneasy, hence the call to 911. The operator ensures that they will send a squad car over to check-in as soon as they can. By the time you, the school, receives the call from 911, a teacher on the 3rd floor of the building is overheard trying to connect with the SRO via the two-way radio, stating that he just saw 2 non-students dressed in all black enter a vacant classroom and shut the door.

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



CONTACT INFO



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