

# MARYLAND CENTER for SCHOOL SAFETY

## Weekly Tabletop Exercises

**Date:**

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**Facilitator:**

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**Participants:**

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**Which part of your Emergency Plan are you reviewing:**

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**Scenario:** The school day starts like any other. Around 9:30 am, the school secretary notified you that the police were on line one. When you pick up the phone, the police inform you that they believe the mother of two of your students may have shot and killed her ex-husband in his driveway as he was leaving for work. They believe she did this after the students, a 6th grader and an 8th grader, left on the school bus this morning. They received a 9-1-1 call from the ex-husband's neighbor, giving a description that matched the mother's vehicle. They went to the mother's house to question her, and she was not there. They have a feeling that she may be heading toward the school and advise you to lock all of the exterior doors until further notice.

A few minutes after hanging up with the police, the secretary knocks on your door and informs you that she has just received a call from the student's mother. She stated that the mother sounded very calm as she asked that her children be ready for her to pick up in 10-15 minutes. She claims that she forgot her kids had an orthodontist appointment this morning and was running late, so the quicker she can get her kids and go, the better.

After the school security assistant secured all entrances and exits, he monitored the front doors. At 10:05, he witnessed the parent parking her car in front of the school and going towards the front entrance. As the double doors at the school entrance are glass-paned, the SSA can see the parent walking up, and she can see him from outside the school. She tries to open the doors, and after realizing they are locked, she tries to talk to the SSA from outside the building. He stays about 5 feet from the door, keeping an eye on the unfolding situation, but he does radio your office to let you know she has arrived. She begins to press the intercom button located outside the building. She paces back and forth, becoming agitated, yelling at the SSA to let her in the building.

The police arrive as the parent pulls a gun from her purse and fires two shots into the glass panes of the front doors. Luckily, you and the SSA are the only staff members in the front lobby, and you were both able to run for cover. The police shoot the parent from behind, disarming her. Ambulances and fire trucks are pulling up as this happens. The parent was not killed, but she is in critical condition as she is transported to the high school via ambulance.



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BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
<p>What questions may be pertinent to ask law enforcement at this time to obtain situational awareness?</p>	
<p>What is the school's current process for performing Secure procedures? At what point would you change this to a Lockdown?</p>	
<p>What other actions should be taken by students and staff?</p>	
<p>How do you maintain the safety of all inside the school?</p>	

DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
<p>What information should be given to the parent at this time, if any? What procedures do you have in place to assist any staff member receiving a call like this?</p>	
<p>What are the next actions to be taken?</p>	
<p>How are you handling internal and external communications? Is this part of your EOP?</p>	



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<b>DURING</b>	<b>DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT</b>
<b>How are you continuing to protect the students and staff?</b>	
<b>What information is the most important to give to law enforcement at this time?</b>	
<b>Who is in charge? When was this determined? What does your safety organizational structure look like?</b>	
<b>What are you going to say to the parent, if anything at all?</b>	

<b>AFTER-ACTION</b>	<b>DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT</b>
<b>What are some of the recovery actions for the students and staff right now?</b>	
<b>What actions need to be taken in regard to the students whose parents have both been shot? What procedures in your EOP help you to make this decision?</b>	
<b>What is your procedure for crisis counseling? How quickly can they be brought</b>	



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AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
in? Which local agencies in the surrounding community do you already have an established relationship with?	
How do you bring the school back to a 'new sense of normal' after an incident such as this?	

RESOURCES



Visit [SchoolSafety.Maryland.gov](https://SchoolSafety.Maryland.gov), go to "Resources", then "Training & Exercise"



CONTACT INFO



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