

Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

Scenario: A student approaches your librarian at the end of the school day with a USB zip drive. She said that she found it in the computer she was using, and opened it to see if there were any identifiers she could use to get it back to the person who had left it. She informs your librarian that what she found on the drive is extremely unusual. The librarian opens the drive to find 13 folders, each labeled with a first name and a last initial:

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|----------------|----------------|
| 1) Aubrey B. | 7) Greg I. |
| 2) Johnny K. | 8) Titi C. |
| 3) Pedroia H. | 9) Weston J. |
| 4) Hudson M. | 10) Yolanda O. |
| 5) Jack S. | 11) Edward F. |
| 6) Penelope R. | 12) Quinton Y. |
| | 13) Tenisha J. |

As she begins to click on the folders, she can see why the young lady was alarmed; each folder appears to contain very detailed information about each person. The librarian also recognizes these names as students who attend your school. There are screenshots of their social media, class schedules, clubs attended, and, most disturbing, pictures of the students' houses. What makes this disturbing is that it appears that the pictures were taken of the houses and sometimes the students without their knowledge. In each folder are Word documents titled "When and Where it Could Happen," with details about when these students would be in secluded places. It becomes obvious to the librarian that they may have stumbled upon a very detailed hit list.

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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?	

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?	



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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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