



Department of
Education



SCHOOL: LEVEL II

— Threat of Violence —



Tabletop Exercise Definition

A tabletop exercise is a discussion-based exercise where participants are presented a scenario and using their emergency operations plan, they discuss roles and responsibilities, resources, and communications.



Purpose of a Tabletop Exercise

1. Enhance awareness and understanding of the emergency operations plan and specific roles and responsibilities.
2. Validate and test policies, plans, and procedures.
3. Identify strengths and areas for improvement.

Overview of Roles

Facilitator

1. Assign the role of the scribe.
2. Provide initial scenario and updates.
3. Lead participants through questions and discussion.
4. Assign any after-action activities to be completed.

Participants

Using their Emergency Operations Plan and previous training as reference, participate in discussion, ask questions, and provide thoughtful feedback.

Scribe

Take notes of the tabletop discussion, capturing all feedback, participant questions that still need to be addressed, or any after-action responsibilities that are assigned.

Scenario Statement

At 9:00 AM on Friday, a teacher reports to the principal the following concern from a student: A concerning video has been posted on Instagram this morning, where another **student described his hatred for the school and his desire to kill everyone there.**

The video warned students not to go to school today. The teacher reports that the student in the video has not yet arrived to school yet.



Questions

1. What are your initial actions?
2. Who will be involved?
3. What role does the school Threat Assessment team play in supporting this situation?



Update No. 1

Local Law Enforcement makes an immediate visit to the student's home. Mother says they had a fight last night and she did not see him before he left this morning. The principal meets with the threat assessment team and learns that there is **history of depression and angry outbursts with this student.**



Questions

1. Are there any additional actions at school?
2. Are there notifications or communications that need to be made?



Update No. 2

This **student is seen on camera by the SRO walking through the school parking lot.** Upon search, he is not found to have any weapons. He does admit to the video and explains that he was angry at everyone, however, he didn't intend to cause in actual harm.

Questions

1. What are the next steps for the school and the individual of concern?
2. How will the school administration, threat assessment team, and local law enforcement work together?
3. What communications to families could be necessary?

After Action Questions

1. Did your emergency plan have all the information you needed for responding to this scenario? If not, what revisions are needed?
2. Did your plan adequately account for any special needs of students and staff to respond to this scenario?
3. Were there any training needs identified from this scenario?
4. Are there specific resources, relationships, or memorandums of understanding (MOUs) that need to be obtained or established in order to support this type of response?