



Department of  
**Education**



# SCHOOL: LEVEL III

— School Structural Fire —

# 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 10:00 AM, **a teacher detects smoke coming from the boys' bathroom** into the hallway. The teacher pulls the nearby fire alarm and notifies the office.



# Questions

1. What are your initial actions?
2. What are the roles and responsibilities for teachers and each of staff, the school safety team members?
3. How are students and staff accounted for?
4. Are there notifications that need to be made?

# Update No. 1

The Fire department responds and establishes the Unified Command Center at the entrance into the school parking lot. **Five students and 1 staff member are unaccounted for.**

**MISSING**



# Questions

1. Who reports to Incident Command from the school?
2. How is communication conducted between the school and Incident Command?
3. How does Incident Command communicate with the district?
4. What steps are being taken to locate the missing students and staff member?



## Update No. 2

The missing students and staff are **found to have safely evacuated**, however it is determined that students need to be relocated offsite for early dismissal.



# Questions

1. What actions will be taken to initiate relocation?
2. Where will the students relocate to?
3. What notifications and communications will be needed?
4. What steps will be taken to reunify students with their families?
5. What personnel from the school and district will you use to complete relocation and reunification?

# 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. Were there any training needs identified from this scenario?
3. Are there specific resources, relationships, or memorandums of understanding (MOUs) that need to be obtained or established to support this type of response?