



Department of  
**Education**



# TRANSPORTATION: LEVEL II

---

## Bus Accident

---



# 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

On Friday night, students and staff a school basketball team are on the way home from an away game several counties over when the bus is involved in an accident with another vehicle. The school bus is carrying 30 students and 3 staff members. After being struck by the other vehicle, the bus goes off the side of the road and down a 10-foot embankment.



# Questions

1. What are the initial actions for the bus driver?
2. Upon notification, what are the initial actions for the school district?
3. Upon notification, what are the initial actions for the school administration?
4. What communications are occurring?
5. What resources will be needed?



# Update No. 1

An update is provided indicating that **10 students and 2 adults are injured and being transported to area hospitals.** Parents are in their cars headed to the scene of the crash.





# Questions

1. What actions should be conducted to account for all students as parents arrive on scene?
2. What actions should be taken to minimize trauma to the non-injured?
3. What communications are required?
4. Are there additional resources required to support the current situation?





## Update No. 2

Injured students and staff have been transported or airlifted to three different hospitals in the area.

**Uninjured passengers have been taken to a local school opened to serve as a relocation area.** The school principal and a few parents have now arrived at the relocation site.



# Questions

1. How will reunification be conducted?
2. How can additional trauma be minimized for students, staff, and families?
3. How will remaining students (not picked up by their parents) and non-injured adults be transported back to their home school?
4. Are there any special needs to consider?
5. How will you plan for communication with media and the possible presence of news media?



# 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 to support this type of response?