



Department of
Education



TRANSPORTATION: LEVEL III

——Threatening Situation——



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

A bus driver is informed by school officials that one of her riders has a **non-custodial parent who has been harassing and threatening the school** to gain access to their child. Upon learning this information, she reports seeing a suspicious car following her route yesterday.



Questions

1. Are there any actions that the bus driver should take?
2. Upon notification, what are the actions for the school district?
3. Upon notification, what are the actions for the school administration?



Update No. 1

The bus driver is instructed to carry on with her route and remain aware; however; only a day later she reports seeing a vehicle parked on the other side of the road with someone sitting in it at one of her stops. Though strange, this is not the bus stop for the student of concern.



Questions

1. Are there any actions that the bus driver should take?
2. Are there any communications occurring, if so with whom?



Update No. 2

The next day, as a group of students exit the bus, a **man with a gun approaches and demands to board**. The bus driver is able to get the door closed and drive off before the man can enter.



Questions

1. What are the immediate actions of the bus driver?
2. Upon notification, what are the immediate actions for the school district?
3. What are the immediate actions for the school administration?
4. How will the school provide support to the students and driver that were involved in this incident?



After Action Questions

1. Did your emergency plan have all of the information you needed to respond 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?