



Department of
Education



DISTRICT: 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 recorder.
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.

Recorder

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

Scenario Statement

On Tuesday morning before the school board meeting, the **father of a recently suspended student calls the superintendent to complain.** The superintendent is out of the office and the father screams and curses at the administrative assistant. As she tries to calm him down, the father hangs up.

Questions

1. What are your initial actions?
2. Who will be involved?
3. Are there any notifications that need to be made?

Update No. 1

Later that day, the father calls back. He again demands to speak to the superintendent. When he is unable to do so, he exclaims that he "will not be silenced and the superintendent will know him personally before the end of the day".



Questions

1. Does the second call change your actions? If so, please explain.
2. Are there any protective actions that need to be taken at the school where the father's student attends?
3. Will there be any additional personnel involved? If so, please explain.
4. Does the second phone call impact the planned school board meeting or any other activities planned for the evening?

Update No. 2

As the school board meeting is about to begin, a board member reports seeing the father sitting in a car in the school parking lot.



Questions

1. Are there any safety actions that should be taken for the school board meeting?
2. Are there any communications that will need to be shared and with whom?

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 in 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?