



Division of Building Safety

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T-M-T Ten-Minute Tabletop IOS3 Scenario Based Training Series

A tabletop exercise simulates an emergency situation in a low stress environment. Participants discuss the scenarios presented and general problems and procedures in the context of response to a specific emergency incident. The focus is on the roles of individuals and departments, protocols, procedures or responsibilities.

All scenario incidents used in this training program are based on actual events that have occurred in Idaho schools. Included are the actual outcome and the After Action findings.

The purpose is threefold:

- First, to increase awareness and develop an if-then mindset for school staff, building level and district level administrators.
- Second is to determine if current district and building policy, procedure and practice is adequate to the incident in the exercise.
- Last is to facilitate the updating of District and school policy and procedure for the types of incidents that may occur in Idaho Schools.

The entire process is designed to be completed in 10 to 15 minutes during and as a part of a faculty or administrative meeting.

To be most effective a review of your response should be completed as a part of the process. Following is a list of the types of questions that should be used to review your response:

- Is the response adequate to the magnitude of the incident?
- Does the response fall within your current policy and procedure?
 - If not should policy or procedure be changed?
 - If so, who is responsible for the change?
 - What is the time line?
- Is the developed response capable of translation to operational reality. (can you do what you say)?
- Is any individual, agency, or resource tasked as a part of the response aware of their role, trained to act and available?
 - Do you have a current MOU?
- Was communication adequate to the needs of the response?
 - Can you assure that everyone who needed to know notified as a part of the response?
- Are there Public Relations concerns in the scenario?
 - Are they adequately addressed in your response?

Brad Little
Governor

Ron Whitney
Administrator

Mike Munger
Manager

- Can an operational change be made to mitigate or prevent a future occurrence of this type of incident?
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Be aware your answers to these questions will drive the improvement process for your Emergency Operations Plans.

T-M-T Scenario #4 The Bus Accident

Season: late-fall

Day: Friday

Time: 8:16 A.M.

Weather: overcast w/ intermittent light snow

Temperature: 30 degrees

You are notified by a parent of a bus accident ½ block from your school. A mini-van with 4 high school age girls has rear-ended one of the busses bound for another school in your district. The accident appears severe. Looking out you can see the accident and it is disrupting the traffic flow to and around your bus lane and parent loop. What steps do you take?

- You are the principal of the school near the bus accident. What steps do you take?
- You are the principal in the school the students in the bus accident attend. What steps do you take?
- You are the transportation director in the school district. What steps do you take?

Outcome

Law Enforcement, Fire and Ems had all been dispatched. The bus driver had notified the transportation office and the transportation director was dispatched to the site. The bus had 33 elementary students on board at the time of the accident. The school of the students was notified. The principal of the school near the accident mobilized staff into the parking area to expiate the movement of traffic on his school site. The transportation director arrived on-site and ordered a bus to the accident to move the students from the damaged bus. Fire and EMS were involved in caring for the injured students in the mini-van. Several students on the involved bus were complaining of neck and back pain. A second EMS unit arrived and began assessment of the students on the involved bus.

The school the bus students attended was sent a list of the students and the office staff began the process of parent notification. The principal from the student's school dispatched the school's counselor to the accident site. The counselor from the student's school arrived on site and joined the students on the involved bus. The replacement bus arrived, and the students were moved on to the new bus. With students on the bus complaining of back and neck pain the decision was made to move them to the local hospital ER for evaluation.

The school began a second round of parent notification informing parents of the move to the ER. The replacement bus was used to move the 33 students to the local ER. The ER physician examined the students and all were cleared to return to the school. During this time nine parents arrives at the ER and students were released to them. Total elapsed time from accident until students were returned to the school: 3 Hours 12 minutes

After Action Review

The AAR in this case determined the incident was generally well handled with the exception of communications. Cell phone use proved inadequate to the needs of a larger scale highly dynamic situation.

- Communications processes reviewed and a one to many radio systems developed and deployed.