



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 #9 Threat of Violence on Campus

School Type: 9 thru 12 High School
 Student population: 1327
 Class begins at 8:05 A.M.
 Season: Winter
 Day: Tuesday
 Time: 7:09 A.M.
 Weather: Clear & Cold
 Temperature: -3 degrees

You are notified by your school secretary that a message was left on the school phone message system that a specifically named student (a recent transfer to your school) was planning to bring a weapon to school with the intent to cause harm. The caller indicated that the information was found on a social media page of the named student. The call came in to the system at 1:43 A.M. and was anonymous. You are unfamiliar with the student named. Your school has been open at multiple entry points for early morning activities (sports team practice, music, drama and three scheduled early morning or 0-hour classes) since approximately 6:00 A.M. with approximately 200 students in the building. What steps do you take?

Outcome

The principal calls the cell phone of the SRO assigned to the school. The SRO is involved in traffic enforcement in the school zone and doesn't take the call. The principle then tries to contact the school counselor assigned to the student. The counselor is not yet at school. Staff contract hours begin at 7:30.

The principal contacts the other two members of the school administrative team and a brief conversation is held. The student's profile on the S.I.S is accessed and is lacking a photograph. The student's home phone is called with no answer. Time is now 7:26 and students are beginning to enter the school from student parking. Busses will begin to arrive within the next 5 to 7 minutes.

The time is now 7:29 and the SRO returns the principal's call. Busses arrive and nearly 400 students are beginning to enter the school from the bus drop-off. The SRO is in-route and 4 other L.E.O.s dispatched to the school. At 7:33 LE begins to arrive on campus. At approximately 9:00 students are moving throughout the school with more arriving. At 7:35 a brief meeting was held in the main office.

The SRO with a school counselor begins to try to find the social media post. LEOs are paired with a school admin or counselor and two pairs begin to move through the common's areas looking for the student. One other pair is using the school's video surveillance system and the last pair goes to the students assigned first period class. This pair asks the teacher to identify the student when he arrives. The overall effort is hampered by the lack of a photograph.

At 7:53 both student body and staff are uneasy noting the LE presence in the school. Numerous questions are going to the school office via intercom and phone and in-person. Office staff is overwhelmed. At 8:00 the first bell rings. Students begin to move to their classes. The student is identified at his classroom and escorted to the office. The SRO has found the social media post and while concerning, there is not a specific threat against the school or to use a weapon.

After Action Review

The AAR in this case determined the incident response put staff and students unnecessarily at risk. And also indicated the need for a developed policy, process and procedures that would mitigate several noted exposures.

- A curated tip-line or reporting system would have acted on this report when it was made in the early morning and the situation would have likely been resolved prior to impacting the beginning of the school day. Such systems were researched and then one was implemented.
- Communications process with the SRO and LE in general were reviewed and updated
- Addition of a student photograph included to the S.I.S. as a part of the registration process is added
- The very open nature of the school in the morning prior to the beginning of the school day greatly increased the number of access points for a potential threat. A significant number of doors into the building were secured with students routed through a limited number of monitored doorways for early morning access.
- Students continued to arrive throughout the incident. A mass text notification system to notify students was developed. A procedure for notifying bus drivers not to deliver students to a school was developed.
- Procedures for an enhanced security posture prior to the beginning of the instructional day were developed.
- A Behavioral Threat Assessment and Management procedure was developed, and a team identified and trained.



