



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?

Be aware your answers to these questions will drive the improvement process for your Emergency Operations Plans.

T-M-T Scenario #1 The Missing Student.

Season: early-winter

Day: Monday

Time: 4:06 P.M.

Weather: Overcast & threatening with heavy snow predicted

Temperature: 33 degrees

School type: k-5 elementary

You are just taking a deep breath following one of those days. The phone rings and a distraught mother of a 3rd grade girl and special needs (autism) kindergarten boy notifies you that her children should have gotten off the bus 20 minutes ago have not come home and cannot be found. The students in question are the last stop on the route. The family is new to the area and your school and you are aware from the student record that there is a custody issue in progress.

What steps do you take?

Outcome

The school secretary had left the building. The Principal took the mother's phone number with the assurance they would call back very shortly. He then placed a call to the transportation department asking for route and driver information for the students in question. They then called the SRO stationed at the neighboring high school to notify them of a possible issue. The SRO agreed to come to the elementary school. The transportation director pulled the video record from the parked bus and called the driver of the route in question to meet the principal, SRO and Transportation director at the school.

The principal called the mother to ask what other steps she may have taken and inform her of the steps the school had instituted. The mother noted that she was deeply concerned that her estranged husband had abducted the children. There was a "No Contact" order in place but the mother had not informed the school. This information was conveyed to the SRO upon his arrival at the school a short time later. He began an L.E. response to the incident. The SRO asked the mother to come to the school to help review the video record from the bus camera system.

The bus driver and transportation director arrived at the school and with the principal and SRO began the review of the surveillance record. The girl and boy in question were observed exiting the bus at the proper stop. Four other students from three other families were observed exiting the bus at that stop as well. The distraught mother arrived at the school at this point. The transportation had a record to the students assigned to the stop in question and the principal began to call the families in question. With the second call the principal determined that the students in question had gone to another student's home failing to notify their mother. The mother was both relieved and somewhat angry. Given this the principal followed the mother's car to the home where her children were to assure a positive reunification for all parties. Total elapsed time for this incident from initial notification of the principal was one hour and 13 minutes.

After Action Review

The AAR in this case determined that everyone involved followed school policy and procedure and the incident was well resolved. The noted exception was the lack of notification to the school of a "No Contact" order. The mother had notified the school at enrollment that a custody issue was involved.

- Look for ways to ascertain when "No Contact" or other court orders impact school operations.