



Division of Building Safety

1090 E. Watertower Street
Meridian, ID 83642
Phone: (208) 332-7155
Fax: (208) 855-2164
Email: SchoolSafety@dbs.idaho.gov



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 #6 The Hazmat Incident

Season: mid-winter

Day: Wednesday

Time: 2:56 P.M.

Weather: overcast w/ intermittent rain/snow

Temperature: 33 degrees

You are nearing the end of the day. The dismissal bell will ring in 4 minutes. A student reports to you that teacher engaged in a science experiment had dropped a glass beaker containing mercury. The beaker has broken, and an unknown quantity of the mercury has spilled into the carpeted floor of the classroom. What steps do you take?

Outcome

By the time the principal got to the classroom the end of day bell had rung. The teacher allowed the 19 students to leave the classroom when the bell rang for the end of the day. The teacher was cleaning up the broken glass when the principal entered the classroom. The custodian is called to the classroom. The Custodian is a volunteer firefighter and recognizes the hazmat nature of the mercury spill incident. The local fire chief is contacted. Under his authority the state hazmat team is mobilized. The team arrives at the school just prior to 7:00 P.M.

The classroom is closed and abate measures are instated. The hazmat team finds traces of mercury in the hall ways moved from the classroom on students' shoes. Each of the students is contacted at their home and shoes and clothing is checked for mercury. Two students' shoes are found to be contaminated. The bus one of the students rode home is found to have trace amounts of mercury.

The entire school is closed for two days as the abatement process are performed on the classroom, two hallways one school bus and two private homes. The school district is financially responsible for the mercury abatement costs.

After Action Review

The AAR in this case determined the hazmat incident was not well handled and no protocol existed in district policy.

- Chemical storage and handling procedure reviewed and updated.
- Chemical Hygiene plan developed and implemented.
- Chemical Hygiene Officer named and trained.
- Curriculum reviewed for chemistry class.
- Substances in storage and use reviewed.
- Chemicals not directly related to the curriculum identified and removed from storage.