



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 #8 Unexpected Death on Campus

Season: late fall

Day: Tuesday

Time: 10:26 A.M.

Weather: overcast w/ intermittent light rain

Temperature: 53 degrees

You are notified by a highly upset third grade student that their teacher has collapsed in the front of the classroom and is unresponsive. What steps do you take?

The teacher has passed away from a massive heart attack. The body is removed by ambulance. What are your next steps?

Outcome

The principal directed the office manager to make a 911 call and request an EMS response. The principal and school counselor proceed immediately to the classroom. As they arrive the counselor removes the students to the media center. The principal begins CPR and the first aid trained Special Education Teacher arrives to assist. The secretary notifies the janitor to meet the arriving ambulance and escort them to the classroom. EMS arrives and take over CPR. A defibrillator is used without success. As EMS prepares to remove the teacher the principal returns to the office and using the P.A. system clears the hallways and restricts student to classrooms. EMS removes the teacher and the ambulance leaves the school. The principal makes a general P.A. announcement to the school and indicated that the teacher has been taken by ambulance to the hospital. The Supt. and district office are notified. The school district does not have a crisis team or an SOP for unexpected death. The Supt. calls a larger adjacent school district and requests their help. The larger district has a well -defined unexpected death SOP and an experienced crisis team. With the help of the larger district the process is well handled and the small district develops both a SOP and crisis team post incident.

After Action Review

The AAR in this case determined the incident was well handled but the need for a developed policy and process existed.

- An MOU was developed and put in place to continue the relationship with the helpful larger district in a formal fashion.
- A Sudden Death policy and procedure is developed and implemented.
- An internal "crisis team" was identified and trained.