



Department of
Education



DISTRICT: LEVEL I

—— Swatting Calls ——

Tabletop Exercise Definition

A tabletop exercise is a discussion-based exercise where participants are presented a scenario and using their emergency operations plan, they discuss roles and responsibilities, resources, and communications.

Purpose of a Tabletop Exercise

1. Enhance awareness and understanding of the emergency operations plan and specific roles and responsibilities.
2. Validate and test policies, plans, and procedures.
3. Identify strengths and areas for improvement.

Overview of Roles

Facilitator

1. Assign the role of the recorder.
2. Provide initial scenario and updates.
3. Lead participants through questions and discussion.
4. Assign any after-action activities to be completed.

Participants

Using their Emergency Operations Plan and previous training as reference, participate in discussion, ask questions, and provide thoughtful feedback.

Recorder

Take notes of the tabletop discussion, capturing all feedback, participant questions that still need to be addressed, or any after-action responsibilities that are assigned.



Scenario Statement

On Monday morning, your school district receives a call from an elementary school principal that they received a **bomb threat from a phone call**. The call sounded like a recording. The caller stated that a bomb was placed in the school over the weekend and will detonate by the end of the day.

Questions

1. What are your initial actions?
2. Who will be involved?
3. What role does the district team play in supporting the impacted school?



Update No. 1

Law enforcement reports to the school district that an explosive detection K9 unit will not arrive for a few hours. A second school reports that they received the same call.



Questions

1. Does the second call change your actions? If so, please explain.
2. Will there be any additional personnel involved. If so, please explain.
3. Does the second phone call impact communication to families? If so, please explain.

Update No. 2

An update from law enforcement indicates that multiple school districts are reporting the bomb threat phone call. Law enforcement also shares that they learned that the same thing occurred last week in another state and was determined to be hoax.



Questions

1. How does this impact the decision about continuing the school day?
2. Who makes the final decision?
3. How will the decision be communicated to school staff and families?
4. What additional communications may be needed during this time?

After Action Questions

1. Did the emergency plan contain all the information required to respond to this scenario? If not, what revisions are needed?
2. Were any additional training needs identified in this scenario activity?
3. Are there specific resources, relationships, or memorandums of understanding (MOUs) that need to be obtained or established to support this type of response?