



Department of  
**Education**



# TRANSPORTATION: LEVEL I

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Weather

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# 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 scribe.
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.

## Scribe

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

There has been a **large amount of rainfall in the area overnight. Weather forecasts indicate that the rain will continue through the day.** Driving conditions are going to be difficult this morning.





# Questions

1. What are the initial actions for the transportation director?
2. What are the initial actions for the bus driver?
3. Are there any communications that are occurring, if so with whom?



# Update No. 1

On their morning route, a district bus driver approaches a road with water covering it and stops to report the conditions to dispatch. The driver indicates that there are 2 elementary students further down the road. They are typically at the bus stop alone.



# Questions

1. What actions/directions need to be provided to the bus driver?
2. Are there communications that need to be made?







# Update No. 2

**As weather conditions continue to deteriorate,** one of the bus drivers expects to be late for school drop off.



# Questions

1. What are the actions for the bus driver?
2. What are the actions for the transportation director?
3. Are there any additional communications that are needed?



# After Action Questions

1. Did your emergency plan have all the information you needed for responding to this scenario? If not, what revisions are needed?
2. Did your plan adequately account for any special needs of students and staff to respond to this scenario?
3. Were there any training needs identified from this scenario?
4. Are there specific resources, relationships, or memorandums of understanding (MOUs) that need to be obtained or established to support this type of response?