



Department of
Education



SCHOOL: LEVEL II

———— Recovery ————

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

At 6:00 AM on Monday, a principal received a call indicating that four high school **students were involved in a car accident** overnight. Two students are deceased and two sustained minor injuries.

Questions

1. What are your initial actions?
2. Who will be involved?
3. What are the expectations and roles of your school crisis recovery team members?
4. What messaging will you deliver to students, staff and families?

Update No. 1

Teachers and students
overwhelmed by the loss.



Questions

1. How can you provide support to staff and students who may be impacted by the news?
2. Are there school and/or community partners available to provide support?

Update No. 2

Students are talking about how to **memorialize the students that were lost**. There is talk about what to do about their lockers, desks, etc. The school has also received notice that the injured students will return to school next week.



Questions

1. What are your policies for student memorials?
2. How will you share the memorial plan during this sensitive time?
3. How are you preparing for the return of the injured students?
4. What specific supports will be put in place for them? For students and staff as the injured students return?



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 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?