



Department of  
**Education**



# TRANSPORTATION: LEVEL III

---

## Bus Accident

---



# 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

You receive a call that **a special education school bus** carrying 3 students has been involved in a crash.



# Questions

1. What are your initial actions?
2. Who will be involved?
3. Are there any communications that need to be made?



# Update No. 1

As you arrive on scene, you learn that the **driver and one student were transported by ambulance to the hospital.** Two other students without injury remain on scene, as well as a non-verbal student with a **support animal** and another student with a **wheelchair** that appears to be damaged.



# Questions

1. What actions are being taken regarding the injured headed to the hospital?
2. How will you transport the remaining two students?
3. Are there any staff that you need to call upon to assist with the students?





## Update No. 2

Remaining students have now been reunified with their parents. The damage to the school bus requires that it be towed for repair. This bus is the district's only disability accessible school bus.



# Questions

1. What other transportation options do you have for students with disabilities?
2. Are there community partners that could provide assistance and/or resources?



# After Action Questions

1. Did your emergency plan have all the information you needed to respond 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?