**Tabletop Exercise—Winter Weather Event**

Introduction

It is Friday at 1:20 PM. It has been snowing steadily throughout the night and during the morning with obvious accumulation. The National Weather Service has issued a winter storm warning for your area. They expect another 8-10 inches to fall in the next three hours.

1. What actions are needed by staff and students?

2. What is your procedure at this point? What notifications, if any, are required?

Inject 1

A few parents have come to the school to remove their children early due to the weather. They report very bad roads with white-out conditions in areas. One parent gets stuck in the parking lot exit while trying to leave with his child and returns to the school to wait for a ride.

1. What actions are needed by staff at this point?

2. What is the procedure at this point according to your plan?

Inject 2

You decide to send students home on buses. Due to the conditions, they are not able to leave the parking lot, and all students return back to the school. Road crews are unable to keep up with snow accumulations on major roads and are not addressing any side streets or neighborhoods. The main roads leading to the school are closed due to white-out conditions and multiple motor vehicle accidents. Schools report many parents unable to get to school and expect that their kids will have to spend the night at school.

1. What is the procedure for shelter-in-place during a winter weather event?

2. How do you notify parents of your procedure or give them further instructions?

3. How do you deal with internal and external communications? Is this written in your plan?

4. Does the school have the ability to house students and staff overnight in the event of a major storm making it impossible for parents to pick up their children?

5. What is your plan for a utilities outage at the school?

6. What is your procedure for notifying and documenting the reunification of students and parents?