**Tabletop Exercise—Fire**

Introduction

At 12:37 PM, a 7th grader starts a fire in a trash can in the boys’ bathroom in the west wing. The fire spreads to the ceiling, setting off the fire alarm. Smoke and flames are seen by people in the area.

1. What actions are necessary at this point?

2. What notifications need to be made to the staff and students in the building? How is this accomplished?

Inject 1

The stairwell (or exit door) closest to the bathroom is not accessible, due to smoke and flames. Students start to panic because their exit is blocked.

1. What does your EOP state they should do?

2. What are the options for secondary evacuation routes? How is this communicated to staff and students?

Inject 2

Staff and students make their way to the primary evacuation site (the ballfield). It is approximately 9 degrees outside, and about a foot of snow covering the ballfield. Due to the panicked nature of the evacuation, students and staff do not have the appropriate winter gear with them.

1. How does this change your plan?

2. Where might the students and staff evacuate to that is indoors? Do you have MOUs with secondary sites? Where is this indicated in your EOP?

3. What notifications need to be made about this change to the incident?

4. What is the transportation plan to move students and staff to the secondary site?

Inject 3

You start calling bus drivers in to help with transportation. Out of the few that you call, a couple drivers are 30 minutes out. You do not have enough bus drivers to move all students and staff at once.

1. How does this affect your plan to transport everyone?

2. What other resources can you pull in to aid in the transportation?

Inject 4

While waiting for the secondary site to be opened, teachers begin the accountability process at the ballfield. The administrator works to gain situational awareness and get student and staff count numbers.

1. What is the accountability process as outlined in your EOP?

2. What is the process for if a student or staff member is deemed to be missing?

Inject 5

Parents hear the sirens of responders and see that the commotion is coming from the school. They receive the notifications and head toward the secondary site.

1. What is the process for releasing students?

2. How will you handle parents showing up to retrieve their students and their friends?

3. What are the short- and long-term plans for recovery?