

Tabletop Exercise

Active Shooter:



Agenda

- Introductions
- Exercise Continuum
- Today's Tabletop Scenario
- Discussions
- Hot Wash (Debrief)
- Action Planning
- Closure



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Rules of the Road

- Creativity/Group Problem Solving
- Use the knowledge and information available in the room
- Active Thinking
- Active Listening
- Active Participation
- Respect – challenge ideas, not people
- Reality Check – make the exercise real for you.



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Introductions



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The Exercise Continuum

Briefly:

- Drills
- **Tabletop Exercises**
- Functional Exercises
- Full-Scale Exercises

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Tabletop Exercises

- Simulate an emergency situation in an informal, stress-free environment.
- Initiate discussion of emergency guidelines.
- Focus on training and familiarization with roles, guidelines, and responsibilities.

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How a Tabletop Works

- A scenario-based discussion is guided by a facilitator.
- Problems talked through without stress.
- Observers offer feedback on the proceedings.
- Policies, procedures, plans, and guidelines are discussed and updated.



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Tabletop Success

Participants leave with:

- A positive learning experience
- Organizational learning
- Improvement action planning
- More effective policies, plans, and guidelines
- Improved preparedness



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Exercise Guidelines

- This exercise is designed to test the preparedness of the district/school to respond to a multi-agency, multi-site emergency event.
- Following the exercise, there will be a debriefing time, aka a “**Hot Wash**”.
- Each participant will be given the opportunity to share his/her views on what worked well and what needs to be addressed in additional planning, training and/or drilling

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Guidelines (Continued)

- LEA policies and existing safety plan(s) govern all activities relating to the emergency event.
- The facilitator will serve as the exercise referee and provide any official interpretation of the exercise rules.
- From time to time, there will be **injections** into the scenario. These are intended to further assess response to the exercise scenario.

This is designed to be a learning experience for all.

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Purpose

- To examine current policies, procedures, resources and actions in the context to a response to an earthquake in a district/school setting
- To promote greater understanding and ability to apply NIMS/ICS principles to your setting
- To make improvements as identified as an outcome of the exercise



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Objectives

- To evaluate policies and procedures... your plan
- To evaluate command and control including communications procedures
- To identify resources needed vs. available
- To identify training needs
- To identify needed improvements and create an action plan to address those needs



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Situation Demographics **Overview:**

For today's exercise, your LEA/school has:

- Number of schools/facilities
- Types of schools/facilities
- Athletic facilities
- Student population
- Employee population



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First Responder Resource **Overview**

The first responder resources immediately available to your school, include but are not limited to:

- Police
- Fire
- EMS



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Risk Assessment

Overview:

Known threats and hazards to your district and school:

- Natural _____
- Biological _____
- Technological _____
- Adversarial/Human _____

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Scenario Narrative

9:30 am

- It is a beautiful, clear autumn day.
- After a three days of new student orientation, today is the first full day of classes for the new school year.
- Students are busy with new schedules, finding classrooms, and moving from one class to another.

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Narrative (Continued)

- The Principal learns of an active shooter/killer situation at another school in the district.
- The active shooter/killer incident is in progress across town, about 4-5 miles away.
- The media is beginning to report on the situation, but little information is available at this time

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Questions

- What do you need to know?
- How do you find the information?
- What does your EOP/Safety Plan direct?
- What are you going to do?
- *What* and *how* will you communicate with staff in the building?

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Inject #1

(7 minutes later: 9:47)

- It has been reported that the initial police response at the other school was repelled with one officer killed and two wounded.
- Media reports indicate that students, faculty and/or staff members have been wounded and/or killed in the initial attack.
- Gunfire has ceased and a hostage situation is in progress.

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Questions

- What do you need to know for ***your*** campus?
- How do you find the information?
- What does your EOP/safety plan call for?
- What are you going to do now?
- Who needs to know?
- How will you communicate with those who need to know?
- Do you have the campus security? If yes, what kind? Are they armed?

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Inject #2

(5 minutes later/9:52 am)

- A second attack has been reported at another school in the district.
The 2nd school is between the first schools and yours.
- You have little information on this new situation; however, you have heard:
 - The hostage taking has been reported, and
 - Improvised Explosive Devices (IEDs) were used to repel police.
- No other information is available at this time.

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Questions

- What do you need to know *now*?
- How do you find the information?
- What does your Safety Plan direct?
- What are you going to do?
- What actions will you take?
- Do you activate your ICS incident command?
- What is your ICS structure?

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ICS Structure Questions

- Who is the Incident Commander?
- Who is the Public Information Officer?
- Who is the Liaison Officer?
- Who is the Operations Chief?
- What other ICS positions will you activate and who will fill them?

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Inject #3

(8 minutes later/10:00 am)

- A panel van drives into a rear parking lot of the your campus via an access driveway in the back of the school.
- Two men with rifles get out and begin shooting at students and staff members on the play field.
- The students and staff run for cover.
- The shooters enter an unlocked door at the rear of the building.

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Questions

- What happens next?
- What actions have you taken to deal with this incident in-progress?
- What is happening inside the school?
- What do you need to know?
- What do you need to do?
- Who do you contact?
- How do you contact them?

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Inject #4

(2 minutes later/10:02 am)

- A new panel van drives up to the front of the school.
- Two men with rifles step out and begin shooting students and staff members as they attempt to run out the main entrance.
- Students in school have texted their parents and friends. They are calling the school.
- The media is also arriving.

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Questions

- What happens next?
- What actions have you taken to deal with this incident in-progress?
- What is happening inside the school?
- What do you need to know?
- What do you need to do?
- Who do you contact?

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Inject #5

(2 minutes later/10:04)

- Law enforcement has arrived.
- There is a lot of gunfire.
- The shooter/killers have been shot and killed by responding officers.
- Your campus is silent and free of gunfire.
- You do not know the situation at the first 2 schools.

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Questions

- What happens next?
- What actions have you taken to deal with this incident in-progress?
- What do you need to know?
- What do you need to do?

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Inject # 6

(1 hours later / 11:04)

- The shooter/killers at the other campuses have been shot or taken by police and the areas have been secured.
- There are multiple fatalities and injured students, faculty, and staff.
- The media, parents, and local citizens have converged onto your campus.
- You learn that you were one of five – not 3 - schools attacked all but simultaneously in 4 districts in the state.

It's over.

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Questions

- What do you need to know?
- What do you need to do?
- How is the incident command going to deal with the aftermath of this extremely complex incident?
- What happens next?

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TAKE A
DEEP
BREATH
THEN
CONTINUE
....

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Hot Wash



KEEP
CALM
AND
DEBRIEF

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Hot Wash

- What can be done to improve security operations?
- What internal school district sections are required to work together?
- What external agencies will the liaison officer need to work with?
- Are all necessary agreements in place to facilitate cooperation among agencies?

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Hot Wash

- How well did/will your Safety Plan operate and what actions will you take toward improvement?
- How well did/will your ICS Team operate and what actions will you take toward improvement?
- How well did/will your Communications Plan operate and what actions will you take toward improvement?

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Hot Wash

- *What are you going to do to **recover** from this incident?*
- *How long can you anticipate the **recovery** process lasting?*
- *Have you built **recovery** into your safety plan?*
- Can you accomplish this with your current level of
 - Planning
 - Training
 - Resources
 - Situational awareness

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Action Plan

- Lessons Learned:
For an improved action plan, consider what you will:
 - Keep Doing _____
 - Stop Doing _____
 - Do Differently _____
 - Start Doing _____



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Conclusion

- What was your biggest take away today?



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