

Safety Tabletop Exercises

Administrative Guide



Table-Top Directions

1. Divide staff into five different groups. (It would be good to mix groups up each time a you focus on a new topic.)
2. Hand out a scenario card to each group of staff. Give them 3-5 minutes to read the scenario and discuss how they would handle the situation. *Staff should discuss: **What would you do? Where would you go? How would you know if you had all of your students?***
3. After allowing time for staff to discuss their scenario, pass out the first **variable** associated with each groups' scenario. Variables are labeled with the scenario topic and number. Allow staff 3-5 minutes to read the variable and discuss how they would handle the situation. Each variable creates a variation in the original scenario, so responses will build upon the previous response given.
4. After allowing time for staff to discuss the first variable, pass out the second **variable** associated with each groups' scenario. Allow staff 3-5 minutes to read the variable and discuss how they would handle the situation.
5. Come back together as a whole group and go through the scenarios together. Start with group one- have staff read their scenario aloud and share what they discussed in their group and how they would respond in that situation. Then have group one read their first variable and share what they discussed about how they would respond. Finally, have group one read their second variable and share what they discussed about how they would respond. Ask the rest of the staff if they have any comments or questions. Go through the rest of the scenarios in the same manner. *Remind staff that in many of these scenarios, there is no one right answer and that in many instances it will be a judgement call.*

Table of Contents

Weather.....	3
Fire.....	5
Bomb Threats	8
Explosion	10
Bus Accident	13
Earthquake	15
Hazardous Materials	18
Nuclear Incident	20
Power Outage	23
Riots/Demonstrations	25
Deaths	28
Weapons	30
Lockdown	33
Office Staff- Crisis Response	36
Custodial Staff- Crisis Response	38

**Weather
SCENARIO #1**

Scenario

You and your students are outside playing a game when you notice a funnel cloud in the distance.

Variables

Weather Scenario 1, Variable #1: While bringing your kids inside, two students begin to have panic attacks and are running around.

Weather Scenario 2, Variable #2: While you are tending to the two students that are having panic attacks, you realize you forgot to bring your keys/FOB outside with you.

**Weather
SCENARIO #2**

Scenario

Your class/grade level is on an outside field trip when the weather becomes questionable.

Variables

#1: While hiking through the woods, the weather deteriorates quickly and the tornado sirens go off. You have different kids from other classes and the rest of the group is quite a distance ahead of where you are located.

#2: You are unable to contact anyone because you have no cell service. One of the students that is with you has tripped on a large rock and is unable to get up from the ground.

**Weather
SCENARIO #3**

Scenario

The students are eating lunch in the cafeteria and rotating clouds seem to be heading towards your school.

Variables

#1: While students are eating lunch, you stop in to speak with a student about an incident that took place at recess. While speaking with this student, you hear a bunch of students screaming "TORNADO." This creates a great deal of commotion with the students in the cafeteria, resulting in loud chaos. There have been no announcements made over the intercom.

#2: While getting students into shelter, you notice a few students walk out the doors to get a closer look at the approaching storm.

**Weather
SCENARIO #4**

Scenario

You are preparing your students for dismissal and you get an alert on your phone that there is a tornado warning for your area.

Variable

#1: Students are preparing for dismissal (putting items in their backpacks, going to their lockers, etc..). Two students are in the bathroom, 1 student is speaking with another teacher, 2 students are on their way to the office to deliver an envelope for the teacher. The bell rings and you receive a weather alert on your phone that there is a reported tornado heading towards the area of the school.

#2: On your way to take shelter, you notice a large group of students already walking outside towards the busses.

Weather
SCENARIO #5

Scenario

Your school is outside for a school wide field day activity. You notice that a huge storm is rapidly approaching your area.

Variable

#1: There are many parents and community helpers assisting with the field day activities. Students and teachers are spread out throughout the area when you notice in the distance that a storm is rapidly approaching. All of the sudden, the tornado sirens sound.

#2: While trying to get students and parents into the building, you notice a few parents taking students into their cars with them as they try to flee the storm.

Fire
SCENARIO #1

Scenario

Your class is outside playing a group game and you notice what appears to be flames coming from a classroom window.

Variable

#1: No fire alarm has been activated and you are unable to reach the office by walkie talkie or cell phone. As you take your students to an area away from the building, two of your students take off running towards the building.

#2: While standing with your class in a safer location, you hear cries for help coming from the window and notice students crawling/jumping out of the window.

**Fire
SCENARIO #2**

Scenario

You and your class are in the gym for an assembly involving parents and community members. Without warning, the fire alarm is activated.

Variables

#1: While exiting the gym with your class, you notice a student in the hallway that is having a serious medical issue that requires medical assistance.

#2: While tending to the student that has the medical issue, you notice a lot of smoke coming your way through the hallway.

**Fire
SCENARIO #3**

Scenario

While students are eating lunch, you notice some smoke coming from a storage room inside the cafeteria.

Variables

#1: Upon investigating, you discover flames shooting out of the doorway and a box of chemicals nearby.

#2: The fire alarm does not activate, so you attempt to get the attention of the students to organize an evacuation. As soon as you say that there is a fire, students begin screaming and running for the door in a stampede like manner.

Fire
SCENARIO #4

Scenario

Your class is in the computer lab working on partner presentations. A student has notified you that there is a foul odor and odd noise coming from behind their computer.

Variables

#1: While looking at the computer, you hear electrical sparks and see smoke coming from the wires.

#2: You try to contact the office, but there is no response.

Fire
SCENARIO #5

Scenario

Students and staff are in the gym for an assembly. While walking to the bathroom you notice smoke coming from the teachers lounge. No one appears to be in the vicinity other than two students who are exiting the lounge.

Variables

#1: After activating the fire alarm, you hear a loud explosion that came from the direction of the gym.

#2: As students and staff are exiting the gym, you notice the flames and smoke have blocked the main exit outside the gym.

**Bomb Threat
SCENARIO #1**

Scenario

A student reports that he/she found a suspicious device that looks like a bomb in the restroom.

Variables

#1: The student walks down to the office to report what he has found in the restroom. In the meantime, you investigate the situation and confirm that there is in fact a suspicious device in the restroom. You see that the device has wires coming out of it.

#2: After leaving the restroom to find your building administrator, you hear that another student has found the device and has picked it up to show it to his/her friends.

**Bomb Threat
SCENARIO #2**

Scenario

You answer the office phone and an unknown caller begins to ask you suspicious questions about various locations throughout the building.

Variables

#1: The caller states that he has placed a bomb in the school but will not give you any information as to where the bomb is located.

#2: The caller then says that there are multiple bombs in the building. He is getting very angry on the phone and warns that if he sees any sign of an evacuation or a police response, he will trigger the bombs.

**Bomb Threat
SCENARIO #3**

Scenario

You are speaking with a very disgruntled parent on the phone during your plan period. You are trying to calm the parent down which has only made her more angry. The parent tells you that she may just have to do something about it, and makes a reference to bombing the school.

Variables

#1: After notifying your building administrator of the incident, the angry parent calls you back and leaves a voicemail stating that she has placed a bomb on a bus. Unfortunately you did not get the message until dismissal and students are already boarding the buses.

#2: While students are exiting the buses, a bomb goes off in a garbage can near one of the school building exits.

**Bomb Threat
SCENARIO #4**

Scenario

A student reported that he overheard two students talking about how they were going to bomb the school.

Variables

#1: While walking by a student's desk you see him/her drawing a picture of a bomb exploding. You notice that this is one of the students who allegedly talked about bombing the school. You ask to speak to the student in the hallway and he tells you that's it nothing and he was just drawing it for fun.

#2: Upon re-entering the room, you go by this student's desk and see a notebook filled of numerous bomb pictures including specific ones that include the school grounds.

**Bomb Threat
SCENARIO #5**

Scenario

It is a Thursday evening and you receive a call from a concerned parent that they heard a rumor that there is a bomb located on school property.

Variables

#1: On this particular evening parent teacher conferences will be taking place very shortly.

#2: You receive a second call from a different parent expressing concern over the same rumor.

**Explosion
SCENARIO #1**

Scenario

While outside with your class, you hear a sudden explosion and feel the ground shake. You are unsure if the explosion took place on school grounds or not.

Variables

#1: You try to radio the office and get no response back from the office.

#2: The fire alarm sounds and you take your students to a safe place. You see very few people are exiting the school building. You are unable to reach any staff located inside the building.

**Explosion
SCENARIO #2**

Scenario

Multiple teachers and students are taking part in activities outside. You hear an extremely loud noise that sounds like an explosion.

Variables

#1: You see smoke in the air on the other side of the school building, and a strong odor is released into the air.

#2: While trying to get your students to safety, multiple students are feeling queasy and dizzy. A few students are lying on the ground and are unable to get up.

**Explosion
SCENARIO #3**

Scenario

While walking down the hallway with your class you hear an explosion coming from a classroom.

Variables

#1: A few of your students run towards the classroom to see what happened, and you see no other staff in site.

#2: While calling out for your students to return to you, a second explosion occurs in the same classroom. Smoke piles out of the classroom and you are unable to see the students that took off running from your class.

**Explosion
SCENARIO #4**

Scenario

During lunch you hear an explosion of some sort from the kitchen in the cafeteria.

Variables

#1: Smoke is pouring out from the kitchen filling the cafeteria with smoke and all of the exits appear to be blocked.

#2: The staff is running from the kitchen and one staff member is on fire.

**Explosion
SCENARIO #5**

Scenario

You receive a phone call from a concerned parent that they saw a student get on a bus this morning with an unusual object.

Variables

#1: As the bus arrives at the school, students begin exiting the bus. As one of the students gets off the bus his/her backpack explodes.

#2: The main exits are blocked. The students are trying to evacuate the bus through the rear exit and the door won't open.

**Bus Accident During Field Trip
SCENARIO #1**

Scenario

Your class is on the way to a field trip. While driving through a green light, the bus is t-boned by a truck.

Variables

#1: The bus is flipped over on its side and lying in a ditch, and you can smell a heavy scent of gasoline.

#2: The rear exit door is jammed and won't open. Multiple students are crying and screaming. The driver is unresponsive.

**Bus Accident During Field Trip
SCENARIO #2**

Scenario

Your class is on a field trip out of town. The school bus is driving down the interstate and is hit head on by a mini-van.

Variables

#1: While evacuating the bus through emergency exits, you notice a few students in the front of the bus are lying on the floor unconscious.

#2: While waiting for EMS to arrive, the bus catches on fire with two unresponsive students inside.

**Bus Accident During Field Trip
SCENARIO #3**

Scenario

On a field trip, the rear of the bus is hit by a train at a railroad crossing.

Variables

#1: Several unresponsive students are in the back of the bus. Some students have visible bleeding and some possible internal injuries.

#2: After evacuating the bus, you notice two students are unaccounted for. You are not sure if they have left the scene or are still on the school bus. A strong odor of gasoline is present and no EMS are on scene yet.

**Bus Accident During Field Trip
SCENARIO #4**

Scenario

You are taking your students on a field trip. There are only two adults on the bus, you and the bus driver. The bus hits a patch of ice and slides off the road into a small body of water.

Variables

#1: You and the bus driver are conscious but immobile due to injuries.

#2: The bus is partially submerged and several students are panicking because they lack the ability to swim.

**Bus Accident During Field Trip
SCENARIO #5**

Scenario

While driving through town, the bus is hit by a runaway driver in a high-speed police pursuit.

Variables

#1: The runaway driver hijacks the school bus with a weapon and demands that the driver keep driving.

#2: While the driver is driving the bus, you notice that there are several students with visible injuries from the accident and one that is unresponsive.

**Earthquake
SCENARIO #1**

Scenario

While teaching in your classroom, you begin to feel the room violently shake.

Variable

#1: There are multiple injuries and the door is obstructed due to falling debris.

#2: You have no cell signal to call for help, and upon exiting the building with your students you see severe damage within the area surrounding the school. Power lines are down everywhere and people are calling for help.

**Earthquake
SCENARIO #2**

Scenario

A major earthquake occurs while students are eating lunch.

Variables

#1: The kitchen catches fire immediately following the earthquake and several students are trapped under tables.

#2: Many students are panicked and began running in multiple directions. A strong aftershock causes several students to fall to the ground. One student is seen lying on the ground with a bone protruding from their leg.

**Earthquake
SCENARIO #3**

Scenario

There is an after school event taking place during the evening hours in the school's gym when a large earthquake occurs. Several students and parents are in the crowd and begin screaming.

Variable

#1: The power is knocked out and results in nearly no visibility.

#2: You see some light shining through and believe it's a way out. As you try to make your way towards the light, you hear cries for help but all you can see is a dense cloud of smoke.

**Earthquake
SCENARIO #4**

Scenario

While students are being dismissed from school, you suddenly feel a violent shake. Students began to scream Earthquake!

Variables

#1: Several car alarms are activated throughout the parking lot, and the school fire alarm begin to go off.

#2: Some students are walking to their parent's cars and you are unable to stop them. You see a couple cars nearby collide and burst into flames. The quake stops and all you can see is mass chaos surrounding you.

**Earthquake
SCENARIO #5**

Scenario

While on a field trip to the local movie theater you begin to feel the building shake.

Variables

#1: The main exit is blocked and you don't know where any of the other exits are. There is no power and all you can hear are kids screaming.

#2: After managing to exit the building with your students, you look around to see the devastation surrounding you. Nearby you hear a fellow colleague of yours is in a panic as he/she realizes that he/she is missing three of his/her students.

**Hazardous Materials Spills
SCENARIO #1**

Scenario

While taking your class to recess, you notice a strong rancid odor in the hallway. Students begin to cough and complain about the scent.

Variables

#1: You see a large puddle of a clear substance on the floor, and a student passes out, falling to the floor.

#2: You left your cell phone in the classroom on your desk and are unable to call for help. Another student passes out and several others are saying it's hard to breath.

**Hazardous Materials Spills
SCENARIO #2**

Scenario

It is about time for dismissal, and you are outside with your students for recess. A gasoline truck is passing the school when it breaks down. You notice large amounts of gasoline leaking from the truck.

Variables

#1: You notify the driver of the gas leak but he doesn't seem to be concerned. The driver then begins to light up a cigarette without any regard to the safety of those around him.

#2: The gas leak gets worse and all surrounding roads leading to the school have been closed down. After checking into the situation, first responders explain that the roads won't be opened back up until 7pm at the earliest.

**Hazardous Materials Spills
SCENARIO #3**

Scenario

While on the bus heading back to school from a field trip, you notice a strong odor from inside the bus.

Variables

#1: Some students begin to complain of a headache and start to vomit.

#2: The bus driver keeps saying that she has plans that afternoon and doesn't want to be held up by pulling the bus over.

**Hazardous Materials Spills
SCENARIO #4**

Scenario

While on a field trip to a museum in Chicago, several students begin to complain of headache and dizziness.

Variables

#1: You decide to talk to the manager who is in charge of the museum and he tells you that there has been some recent remodeling but that everything is fine. Not too long after your conversation with the manager, you too begin to feel sick.

#2: More and more students are complaining of feeling sick. You try to reach the bus driver but can't get a hold of him.

Hazardous Materials Spills
SCENARIO #5

Scenario

You notice a student showing others a dark brown liquid in a bottle. While passing the bottle to another student, it falls to the floor and spills all over.

Variables

#1: A few of the students try to clean up the mess. One student ends up getting the substance on his hand and the other student gets it on her clothes.

#2: The student comes from a home that is rumored to be a heroine house.

Nuclear Incident
SCENARIO #1

Scenario

Students are playing on the playground, when a bright light and a mushroom cloud is noticed in the distance.

Variables

#1: Your fob is not working to get back into the building.

#2: You are unable to find shelter in the nearby area.

**Nuclear Incident
SCENARIO #2**

Scenario

While students are in class, the air raid sirens go off. The weather is sunny with no chance of rain.

Variables

#1: Over the PA system a staff member announces there was an explosion at the local nuclear power plant.

#2: The power goes out in the building and students begin to panic.

**Nuclear Incident
SCENARIO #3**

Scenario

You are on a field trip to the local museum when you begin to feel the ground shake.

Variables

#1: The windows shatter throughout the building and several students are injured.

#2: While tending to the injured students, one of the walls collapse trapping many students underneath it.

**Nuclear Incident
SCENARIO #4**

Scenario

School is dismissed and you are outside while the kids are boarding the busses. You hear a massive explosion in the far off distance.

Variables

#1: Many students around you begin to panic and aren't sure what to do. They begin to run around screaming.

#2: A medium shockwave knocks you over and the students around you. The buses are damaged and students and staff members screaming for help.

**Nuclear Incident
SCENARIO #5**

Scenario

While in class, you get notice from the office that there was a nuclear meltdown and that an evacuation won't be possible due to the radiation in the atmosphere.

Variables

#1: You begin receiving emails from concerned parents in regards to the nuclear meltdown.

#2: You hear a disturbance in the hallway and see other classes leaving their classrooms.

**Power Outage
SCENARIO #1**

Scenario

While watching a film in the classroom the power in your classroom goes out.

Variables

#1: You look out the classroom door and see that the hallway is dark. You are unable to get a hold of the front office.

#2: It's barely visible in the hallway and no one is in sight. You have tried to buzz the office and are getting no response. Your cell phone is also not dialing and you are unable to receive text messages or emails.

**Power Outage
SCENARIO #2**

Scenario

While taking your students to lunch, the power suddenly goes out.

Variables

#1: The visibility in the cafeteria is low and students are starting to panic. You still haven't been given any direction from the office as to what the next steps will be.

#2- You learn that the power will be out for several hours and three students are asking to use the restroom.

**Power Outage
SCENARIO #3**

Scenario

During an evening school event, the power goes out causing the entire building to go dark.

Variables

#1: The emergency exit signs fail to light causing panic among the spectators.

#2: A multitude of spectators are hurt during a stampede while everyone tries to find the exits.

**Power Outage
SCENARIO #4**

Scenario

While outside for recess, you see a storm quickly approaching. Out of nowhere you see the power go out to the local neighborhood. At this point, you assume that the power is also out inside the school as well.

Variables

#1: While trying to re enter the school, your key FOB is not working due to the power outage in the school.

#2: The weather is quickly deteriorating and the tornado sirens are activated. You are still outside with your students and can't gain access to the building.

**Power Outage
SCENARIO #5**

Scenario

Just before students arrive for the day, you suddenly lose power in your classroom.

Variables

#1: While looking out the window, you notice the power transformer on the powerline is sparking.

#2: A power line near the school falls across the street blocking access to the school. You attempt to contact your building principal but he/she is home sick and your attempts to contact him/her have been unsuccessful.

**Riots/Demonstrations
SCENARIO #1**

Scenario

Upon taking attendance you notice most of the students in your class are absent. In addition, you have been receiving several emails stating that a protest is going on in regards to a local school board election.

Variables

#1: After checking with office staff, it is determined that many of your students are attending the protest with their parents. The students that are present are questioning if they need to complete today's work. Some students would like to call home so they can join the protest.

#2- It's near dismissal time and the demonstration has turned violent.

Riots/Demonstrations
SCENARIO #2

Scenario

As your students are exiting the school during dismissal you hear a large disturbance outside the front of the school. Several students are gathering around to see what's happening.

Variables

#1: Upon investigating the disturbance, you find protestors that are not affiliated with the school, protesting the local abortion clinic.

#2: The protestors are handing out graphic literature to students in which you find offensive for students. Some students have already left the area with the graphic material.

Riots/Demonstrations
SCENARIO #3

Scenario

During class, you notice several students are passing notes with one another. You intervene and begin after reading several notes you determine that the students are planning a protest during lunch because they are upset that they have to make up three snow days.

Variables

#1: During lunch several students start protesting with a chant.

#2: The protest escalates into a large food fight.

Riots/Demonstrations
SCENARIO #4

Scenario

While in route to school, a school bus passes a local business where students witness a riot in front of the business. The school bus comes to a stop and as you drive around the bus, you see rioters have forced the bus to stop.

Variables

#1: Three rioters entered the bus and are refusing to get off.

#2- After calling the police, you see a rioter pull a student from the bus and forcibly takes her with him.

Riots/Demonstrations
SCENARIO #5

Scenario

During a field trip to the art gallery, a protest breaks out over the subject matter of the art.

Variables

#1: Your students are questioning the protest and want to know what the people are protesting.

#2: The protest turns violent and the building is put on lockdown. Students are beginning to panic and keep asking you to tell them what is going on.

Deaths
SCENARIO #1

Scenario

Upon returning back from lunch, a student informs you that another student threatened to commit suicide.

Variables

#1: After learning this information, the student doesn't return to class after lunch.

#2: Two students come screaming into your classroom and inform you that there was a trail of blood on the bathroom floor. They also tell you that the bathroom stall door was locked and that no one would respond when they knocked on the door.

Deaths
SCENARIO #2

Scenario

During lunch in the staff lounge, one of the staff expresses how depressed they are due to issues at home. You listen to their frustration but have a strange feeling about some of the comments that the staff member made to you.

Variables

#1: This same teacher does not return to class following lunch.

#2- After notifying your administrator, he/she enlists you to help with searching the building and grounds. You see the teacher's car in the parking lot and upon getting closer, you notice he/she is unconscious with an empty pill bottle lying on the passenger seat of the car.

Deaths
SCENARIO #3

Scenario

During school dismissal you notice a student running through the parking lot and witness her getting struck by a car.

Variables

#1: The car left the scene, when you approach the child, she is unresponsive with no detectable pulse. Bystanders, including parents and students, approach you to see what happened.

#2: After calling for an ambulance, you check once again for a pulse. You are not trained in CPR and so you ask bystanders if anyone is trained in CPR but no one comes forward. You know that the ambulance is at least 5 more minutes out.

Deaths
SCENARIO #4

Scenario

During a school field trip to a state park, a group of students are playing close to the edge of a bluff. They are not within earshot of you and no other adults are around. You go to bring the kids back onto the trail and notice a bystander slip off the bluff.

Variables

#1: When you investigate, you find the bystander at the bottom of the bluff unresponsive. You have no cell phone reception.

#2: You are doing everything you can to try to assist the victim but your students are hysterically crying at the gruesome scene. A few strangers start to gather around to see what is going on.

Deaths
SCENARIO #5

Scenario

While attending a school play, a light fixture falls on the stage and hits multiple people including parents, students, and staff.

Variables

#1: You notice sparks are coming from the fixture and it stills have power.

#2: The sparks start a fire and engulfs the stage while multiple students and staff members were standing on the stage.

Weapons Incident
SCENARIO #1

Scenario

In the cafeteria, a student pulls out a knife to show his friends.

Variables

#1: One of the friends takes the knife and angrily starts waving it in the air at another student.

#2: Students begin to scream and chaos breaks out.

**Weapons Incident
SCENARIO #2**

Scenario

During the school day you hear rumors from other students that a student in your class has a BB gun in his backpack. The principal is out of the office for surgery, and the school social worker is out of town at a training.

Variables

#1: You question the student and ask them to see inside their backpack just to doublecheck. There is no BB gun in the student's backpack. However, after speaking to some reliable students they tell you that they saw it on the bus that morning.

#2: While getting ready for the end the day, students are packing up their school bags. A student in your class sees the BB gun in a different student's bag. The student begins shouting, "GUN! GUN!" Students begin running out of your classroom down the hallway while shouting, "GUN! GUN!"

**Weapons Incident
SCENARIO #3**

Scenario

After students arrive to school, a student tells you that another student told him that he has a butcher knife on him and was going to stab someone.

Variables

#1: You call the principal, who is out of the building for the day, and are told to contact the school resource officer. In the meantime, the student who initially reported the incident is now retracting his earlier claim.

#2: The child being accused, is a model student and comes from a very well respected family within the community. This student has no previous disciplinary incidents.

**Weapons Incident
SCENARIO #4**

Scenario

While attending a school event off school property, you notice a large group of students arguing with one another. Some of the students are not students from your school. It appears as though a fight is about to break out.

Variables

#1: While approaching the students, a student you do not recognize picks up a brick in a threatening manner.

#2: After calling the police, the situation escalates further as other students also pick up bricks and begin to threaten each other. One of the students is rumored to be a local gang member.

**Weapons Incident
SCENARIO #5**

Scenario

An external contractor is working on part of the school building when you think you see a gun under their jacket.

Variables

#1: While the contractor is walking towards the front of the building, you see the gun fall to the floor.

#2: The gun discharges and strikes a student standing nearby. You are the only witness to this incident, and as a result, the contractor then picks up his gun in a panic and points it at you. He gives you an ultimatum by telling you to walk away from the incident and pretend that you didn't see it.

**Lockdown Incident
SCENARIO #1**

Scenario

You and your students are outside on the playground for recess when a lockdown is called.

Variables

#1: The weather becomes questionable and thunderstorms/lightening are threatening in the area.

#2: While sheltering nearby you see a suspicious person walking around the backside of school.

**Lockdown Incident
SCENARIO #2**

Scenario

It's the end of the school day and students were just dismissed to their buses. Students are also heading outside to walk home/wait for rides when a lockdown is called.

Variables

#1: On your way to take shelter you notice two students walking towards the multipurpose room.

#2: You are starting to shelter in place when a student suddenly begins to run towards the front door to get out of the school.

**Lockdown Incident
SCENARIO #3**

Scenario

While teaching your class, you hear something that sounds like a gunshot in the hallway.

Variables

#1: After securing your room you notice a student trying to get into your door and he is screaming for help.

#2: After opening your door to let a student in, the gunman forces his way into your classroom.

**Lockdown Incident
SCENARIO #4**

Scenario

The building is on lockdown, and a student passes out.

Variables

#1: While attending to the student who passed out, you attempt to call 911 but have no cell phone reception in your classroom.

#2: While tending to the student that passed out, another student takes off running from your classroom screaming.

**Lockdown Incident
SCENARIO #5**

Scenario

Your students are in the middle of switching classes when a lockdown is called.

Variables

#1: While adhering to your lockdown procedures one of your students starts to frantically talk on their cellphone and hands you their phone asking you to talk to their parent. The student's parent is demanding to speak with you on the phone.

#2: A student in your room begins to have a panic attack and becomes physically aggressive in an attempt to escape from the building.

**Lockdown Incident
SCENARIO #6**

Scenario

In the middle of teaching a lesson you hear gunshots in the hallway. No lockdown has been called over the intercom. You try to call the office and get no response.

Variables

#1: While trying to call 911, you realize that you are unable to dial out as all of the cell lines have stopped working.

#2: You are unable to get a hold of anyone and still are not sure of what is going on. All of the sudden, the fire alarm goes off.

**Lockdown Incident
SCENARIO #7**

Scenario

The fire alarm goes off a few minutes after a lockdown is called over the PA.

Variables

#1: Your students start to evacuate the classroom against your direction, and several start to panic out of confusion.

#2 You see smoke in the hallway. You receive a message from your principal stating that there is no fire but that there is an armed intruder in the office.

**Lockdown Incident
SCENARIO #8**

Scenario

The fire alarm goes off and upon walking into the hallway, you hear screams and gunfire.

Variables

#1: There is smoke in the hallway and it is difficult to see.

#2: You find a safe way to evacuate the building, but once you and your students are outside, you don't see any emergency personnel on scene.

**Office Staff- Crisis Response
SCENARIO #1**

Scenario

You are on a phone call with a parent when you notice a man with a gun approaching the school.

Variables

#1: The man shoots through the door, gaining access to the building.

**Office Staff- Crisis Response
SCENARIO #2**

Scenario

A non-custodial parent is in the office demanding to pick up their child. The parent is stating that if you don't call their child to the office, they will go to classroom.

Variables

#1: While in the office, the parent answers his cell phone you overhear him saying to the person on the other line, "I don't care if there is an order of protection against me, I'm picking up our child."

**Office Staff- Crisis Response
SCENARIO #3**

Scenario

An angry parent comes in demanding to speak with their child's teacher. You explain to the parent that you will have the child's teacher contact them at the end of the school day, but the parent becomes even more irate stating, "I know what kind of car the teacher drives, and if I have to, I'll wait in the parking lot for him/her."

Variables

#1: While attempting to contact the building administrator, you are unable to reach him/her.

**Office Staff- Crisis Response
SCENARIO #4**

Scenario

You answer the phone and hear a voice at the other end threatening to blow up a school.

Variables

#1: While on the phone with the caller, the line is disconnected.

#2: The caller calls back.

**Office Staff- Crisis Response
SCENARIO #5**

Scenario

A man with a weapon walks into the school and holds a secretary at gunpoint while engaging them in a conversation. You are in plain view, sitting next to the secretary and can see and hear the entire situation as it unfolds.

Variables

#1: You are unable to call a lockdown because the intruder has forbid it.

**Office Staff- Crisis Response
SCENARIO #6**

Scenario

A teacher buzzes the office and it's difficult to hear exactly what he/she is trying to say. You ask him/her to repeat themselves but all you hear are kids screaming, "Help! Help!"

Variables

#1: Your building administrator is out of the building for the day.

**Custodial Staff- Crisis Response
SCENARIO #1**

Scenario

While in the hallway, you see an unknown person roaming the building.

Variables

#1: The person is not wearing an ID badge. When you ask for some identification, the person acts evasive and starts to look around nervously.

**Custodial Staff- Crisis Response
SCENARIO #2**

Scenario

While on your way to clean up a mess in the restroom, you notice an unknown man carrying an object which appears to be a weapon of some sort. The man refuses to stop for you when you call out for him.

Variables

#1: While searching for the man you overhear a loud sound coming from the area where he was last seen.

**Custodial Staff- Crisis Response
SCENARIO #3**

Scenario

While heading towards a custodial closet to retrieve some supplies, you hear someone banging on an outside door.

Variables

#1: While taking out some garbage, you see that same person approaching some kids while on the playground.

**Custodial Staff- Crisis Response
SCENARIO #4**

Scenario

A lockdown has just been called and you are heading to take shelter in a designated area, when you notice three students run into a restroom.

Variables

#1: After the students run into the restroom, you hear one of them say, "I can't believe I did this! I can't believe I did this!"

**Custodial Staff- Crisis Response
SCENARIO #5**

Scenario

You are heading to the office to speak with the principal about a situation. As you approach the office, you can hear an irate person making threats towards the office staff.

Variables

#1: The building administrator is unreachable by radio or cell phone.

**Custodial Staff- Crisis Response
SCENARIO #6**

Scenario

You are on your way to clean up a classroom spill when you notice that a back door is propped open.

Variables

#1: The door was not propped by you and there are no other custodians in the building at the time.

Staff Safety Training

School:

Date:

Area of Focus:

Staff Sign-in	Staff Sign-in

Ottawa Elementary School District
Safety Preparedness Record

<i>Date</i>	<i>Time</i>	<i>School</i>	<i>Safety Focus</i>	<i>Staff Trained (teachers, TA's, custodians etc.)</i>