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| A blue outline of a state on a black background  Description automatically generated | ***School Safety and Emergency Management*** | A map with icons and symbols  Description automatically generated |

### Tabletop Exercise Scenario: Emailed Bomb Threat

**Scenario Overview**: Multiple staff members receive an email containing a bomb threat. The email is specific in nature, detailing the location of the bomb within the school. It also mentions that the bomb may be triggered by cell phones. The email comes from what appears to be a random address and provides no reasoning for the threat. This situation requires immediate and coordinated action to ensure the safety of all students and staff, manage communication, and handle the potential threat.

### Goals:

* Increase awareness and develop a proactive approach of an if-then mindset for school staff, building level, and district level administrators. *If* an emailed bomb threat is received, *then* what plan, policy or procedure needs to be carried out?
* Determine if current district and building policy, emergency operating procedure (EOP), and practice are adequate for handling disruptive and potentially aggressive parents.
* Facilitate the updating of district and school policy and EOP for ensuring safety and security during such incidents.

### Scenario Details and Discussion Prompts

#### **Phase 1: Initial Discovery and Response**

1. **Immediate Actions**:
	* **Prompt**: Multiple staff members receive an email containing a bomb threat. What are your immediate steps? Who needs to be notified first, and how do you prioritize your actions?
2. **Securing the Information**:
	* **Prompt**: How do you ensure that the email is properly documented and preserved as evidence? What steps do you take to avoid spreading panic while securing the information?
3. **Informing Administration**:
	* **Prompt**: How do staff members quickly inform the school administration about the bomb threat? What specific information should be provided to ensure the administration understands the severity of the situation?

#### **Phase 2: Law Enforcement Involvement**

1. **Contacting Law Enforcement**:
	* **Prompt**: How does the school contact law enforcement to report the bomb threat? What critical information needs to be conveyed to ensure a prompt and effective response?
2. **Evacuation Decision**:
	* **Prompt**: How do you decide whether to evacuate the school? What criteria do you use, and who is involved in making this decision?
3. **Collaboration with Law Enforcement**:
	* **Prompt**: How do you collaborate with law enforcement upon their arrival? What role does the administration play in assisting the police during their investigation?

#### **Phase 3: Managing the Situation**

1. **Communication with Staff and Students**:
	* **Prompt**: How do you communicate with staff and students about the bomb threat and the response measures being taken? What specific instructions do you provide to ensure everyone understands the importance of safety procedures?
2. **Handling Cell Phone Use**:
	* **Prompt**: Given the email mentions that the bomb may be triggered by cell phones, how do you manage and control cell phone use among students and staff? What specific instructions do you give to minimize this risk?
3. **Notifying Parents and Community**:
	* **Prompt**: How do you notify parents and the community about the bomb threat and the school’s response? What key information do you include in your communication to ensure transparency and reassurance?

#### **Phase 4: Evacuation Procedures**

1. **Executing the Evacuation**:
	* **Prompt**: If evacuation is necessary, how do you execute the evacuation process? What procedures are in place to ensure a safe and orderly evacuation of all students and staff?
2. **Managing Evacuated Students and Staff**:
	* **Prompt**: How do you manage students and staff once they are evacuated from the building? What measures are in place to keep everyone safe and accounted for during the evacuation?
3. **Coordination with Emergency Services**:
	* **Prompt**: How do you coordinate with emergency services to ensure the building is thoroughly searched and deemed safe? What role does the administration play in this process?

#### **Phase 5: Post-Incident Procedures**

1. **Receiving the All-Clear**:
	* **Prompt**: How do you receive and verify the all-clear signal from law enforcement? What steps do you take to ensure the information is accurate and that it is safe to re-enter the building?
2. **Communicating the All-Clear**:
	* **Prompt**: How do you communicate the all-clear signal to staff and students? What specific instructions do you provide for resuming normal activities?
3. **Evaluating the Response**:
	* **Prompt**: How do you evaluate the effectiveness of the response to the bomb threat incident? What aspects of the response went well, and what areas need improvement?

#### **Phase 6: Review and Policy Updates**

1. **Evaluating Current Policies**:
	* **Prompt**: Based on the incident, how do you evaluate the effectiveness of current policies and procedures regarding handling bomb threats? What gaps or weaknesses have been identified?
2. **Procedure Updates**:
	* **Prompt**: What specific updates or changes to policies and emergency operating procedures do you propose to better handle similar situations in the future? Consider aspects like communication strategies, evacuation protocols, and collaboration with law enforcement.
3. **Training and Preparedness**:
	* **Prompt**: How do you incorporate lessons learned from this incident into future training and preparedness drills for staff and students? What key areas need more focus or improvement?
4. **Preventative Measures**:
	* **Prompt**: What steps can the school take to prevent or mitigate the impact of future bomb threats? How can you work with local authorities, law enforcement, and the community to enhance safety and preparedness?

### Conclusion

* Summarize the key points discussed during the exercise.
* Highlight any immediate action items and assign responsible parties.
* Reiterate the importance of continuous improvement and preparedness.

This scenario framework provides open-ended prompts that encourage participants to think critically about their roles and responsibilities, ensuring a thorough evaluation of current practices and identification of necessary updates.