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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: Fire in Science Lab

**Scenario Overview**: During a science lab session, a student carelessly knocks over a Bunsen burner. The flame catches backpacks and papers on the tabletop, quickly spreading. The situation requires an immediate response to ensure the safety of students and staff and to prevent further damage.

### Goals:

* Increase awareness and develop a proactive approach of an if-then mindset for school staff, building level, and district level administrators. *If* there is a fire in the science lab, *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: Immediate Response (Fire Ignition)**

1. **Initial Reaction**:
	* **Prompt**: A student knocks over a Bunsen burner, and a fire starts on the tabletop. What are your immediate steps? Who do you notify first, and how do you prioritize your actions?
2. **Evacuation and Safety**:
	* **Prompt**: How do you ensure the immediate safety of the students in the lab? What evacuation procedures do you follow, and how do you account for all students?
3. **Fire Containment**:
	* **Prompt**: What measures do you take to contain the fire before it spreads further? How do you use the available fire safety equipment, such as fire extinguishers or fire blankets?

#### **Phase 2: Short-Term Management (Immediate Aftermath)**

1. **Ensuring Safety and Security**:
	* **Prompt**: After evacuating the lab, how do you ensure the safety and security of the students? Where do you take them, and how do you keep them calm and accounted for?
2. **Communication with Emergency Services**:
	* **Prompt**: How do you communicate the incident to emergency services? What information is critical to convey to ensure a prompt and effective response?
3. **Notification of School Administration and Parents**:
	* **Prompt**: How do you notify the school administration and the parents about the incident? What key information do you include in your initial communication?

#### **Phase 3: Addressing Continuing Education**

1. **Alternative Arrangements**:
	* **Prompt**: The fire has caused damage, and students are not allowed back into the building for multiple hours. How do you arrange for continuing education during this period? What alternative locations or methods (e.g., virtual classes) can you utilize?
2. **Managing Class Schedules**:
	* **Prompt**: How do you manage the disruption to class schedules? What steps do you take to ensure minimal disruption to the students' learning experience?
3. **Communication with Staff and Students**:
	* **Prompt**: How do you communicate the plan for continuing education to staff and students? What key information should be included to ensure everyone is informed and prepared?

#### **Phase 4: 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 lab safety? What gaps or weaknesses have been identified?
2. **Procedure Updates**:
	* **Prompt**: What specific updates or changes to policies and procedures do you propose to better handle similar situations in the future? Consider aspects like lab safety protocols, fire drills, and emergency response.
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. **Lab Safety Enhancements**:
	* **Prompt**: What additional safety measures or equipment do you consider implementing in the science labs to prevent future incidents? How do you ensure all students and staff are aware of and trained in these safety measures?

### 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.