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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: Social Media Threat with Guns in Locker

**Scenario Overview**: Near the end of the period, just before lunch, a student reports to their homeroom teacher that another student in their grade has posted a picture on social media showing multiple guns in their locker. The social media post has a caption saying, "everyone better go home for lunch today." This situation requires an immediate and coordinated response 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* a threatening social media post is found, *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 Response (Receipt of Report)**

1. **Immediate Actions**:
	* **Prompt**: A student reports the social media post to their homeroom teacher. What are the teacher's immediate steps? Who needs to be notified first, and how do you prioritize your actions?
2. **Informing Administration**:
	* **Prompt**: How does the teacher quickly inform school administration about the reported threat? What specific information should the teacher provide to ensure the administration understands the severity of the situation?
3. **Administration’s Initial Steps**:
	* **Prompt**: What immediate steps should the administration take? Should they pull the student out of class, check the student’s locker, or place the school into lockdown? Discuss the pros and cons of each option and the criteria for making the decision.

#### **Phase 2: Deciding on Immediate Actions**

1. **Pulling the Student Out of Class**:
	* **Prompt**: If the decision is made to pull the student out of class, how should this be done to ensure the safety of the student, staff, and other students? Who is responsible for this action?
2. **Checking the Locker**:
	* **Prompt**: If the decision is made to check the student’s locker quickly before lunch, how should this be coordinated with law enforcement? What precautions should be taken to ensure safety during the locker check?
3. **Placing the School into Lockdown**:
	* **Prompt**: If the decision is made to place the school into lockdown, how should this be communicated to staff and students? What specific lockdown procedures should be followed? If the school is placed into lockdown before the student in question is apprehended, are there any additional safety concerns?

#### **Phase 3: Law Enforcement Involvement**

1. **Contacting Law Enforcement**:
	* **Prompt**: How does the school contact law enforcement and report the threat? What critical information needs to be conveyed to ensure a prompt and effective response?
2. **Collaboration with Law Enforcement**:
	* **Prompt**: How does the administration collaborate with law enforcement upon their arrival? What role does the administration play in assisting the police during their investigation?
3. **Student Identification and Apprehension**:
	* **Prompt**: How is the student who posted the social media threat identified and located? What steps are taken to ensure the student’s apprehension and the safety of others?

#### **Phase 4: Communication and Immediate Aftermath**

1. **Notifying Parents and Community**:
	* **Prompt**: How do you notify the parents of the student who reported the threat, as well as the wider school community? What key information do you include in your communication to ensure transparency and reassurance while maintaining the student’s privacy.
2. **Handling Media Inquiries**:
	* **Prompt**: How do you handle media inquiries about the incident? What is your strategy for managing public relations and maintaining the school’s reputation?
3. **Reassuring Students and Staff**:
	* **Prompt**: How do you provide reassurance to students and staff following the incident? What resources are available for emotional and psychological support?

#### **Phase 5: Review and Policy Updates**

1. **Behavior Threat Assessment**:
	* **Prompt**: How do you conduct a behavior safety assessment for the student involved in the incident? What factors do you consider, and who should be involved in this assessment?
2. **Handling Consequences**:
	* **Prompt**: What are the consequences of the student who posted the threat? What procedures are followed, and how do you ensure that the student’s rights are respected while maintaining school safety? Are there any gaps between your student handbook, school rules and school board policy?
3. **Evaluating Current Policies**:
	* **Prompt**: Based on the incident, how do you evaluate the effectiveness of current policies and procedures regarding handling threats of violence? What gaps or weaknesses have been identified?
4. **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 behavioral safety assessment protocols, communication strategies, and collaboration with law enforcement.
5. **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?
6. **Preventative Measures**:
	* **Prompt**: What steps can the school take to prevent future incidents involving threats of violence? How can you work with law enforcement, mental health professionals, and the community to address potential threats and provide education and support to students?

### 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.