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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: Stranger on Campus

**Scenario Overview**: During recess, a teacher notices an unfamiliar adult walking around the school grounds, observing the students and looking into classroom windows. The individual does not appear to be a parent or visitor and is not engaging with school staff. This scenario requires immediate and coordinated action to ensure the safety of all students and staff, manage communication, and handle the potential threat posed by an unauthorized individual on the school campus.

### Goals:

* Increase awareness and develop a proactive approach of an if-then mindset for school staff, building level, and district level administrators. *If* a stranger is identified on school grounds, *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**: A teacher notices an unfamiliar adult walking around the school grounds, looking into exterior windows. What are your immediate steps? Who needs to be notified first, and how do you prioritize your actions?
2. **Assessing the Situation**:
	* **Prompt**: How do you quickly assess the situation to determine the potential threat level posed by the individual? What steps do you take to gather more information about the person’s actions and intentions?
3. **Informing Administration and Security**:
	* **Prompt**: How does the teacher quickly inform the administration and school security about the stranger near campus? What specific information should be provided to ensure a coordinated response?

#### **Phase 2: Decision to Initiate Secure (Lockout)**

1. **Lockout Decision**:
	* **Prompt**: How do you decide whether to initiate a Secure (lockout)? What criteria do you use, and who is involved in making this decision?
2. **Communicating the Secure (Lockout)**:
	* **Prompt**: How do you communicate the decision to initiate a lockout to all staff and students? What specific instructions do you provide to ensure everyone understands the importance of the lockout procedures?
3. **Securing the Building**:
	* **Prompt**: How do you ensure that all exterior doors and windows are securely locked and that no one can enter or leave the building? What steps do you take to verify that the building is secure?

#### **Phase 3: Managing the Lockout**

1. **Monitoring the Situation**:
	* **Prompt**: How do you monitor the situation outside the school to stay informed about the stranger's actions and any changes in the threat level? Who is responsible for this task?
2. **Communication with Law Enforcement**:
	* **Prompt**: How do you contact law enforcement to report the stranger near campus? What critical information needs to be conveyed to ensure a prompt and effective response?
3. **Internal Communication**:
	* **Prompt**: How do you keep staff and students informed during the Secure (lockout)? What communication methods do you use to ensure everyone is updated without causing panic?

#### **Phase 4: Post-Lockout Procedures**

1. **Receiving the All-Clear**:
	* **Prompt**: How do you receive and verify the all-clear signal from law enforcement or security personnel? What steps do you take to ensure the information is accurate and that it is safe to lift the Secure (lockout)?
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 Secure (lockout) incident? What aspects of the response went well, and what areas need improvement?

#### **Phase 5: 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 unauthorized individuals near the campus? What gaps or weaknesses have been identified?
2. **Procedure Updates**:
	* **Prompt**: What specific updates or changes to policies and emergency operation procedures do you propose to better handle similar situations in the future? Consider aspects like communication strategies, standard response protocols, best practices, 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 incidents involving unauthorized individuals near the campus? 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.