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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: Wildfire Threatening School Community

**Scenario Overview**: Your school is surrounded by forests and wildland. A rapidly spreading wildfire is moving closer due to shifting heavy winds and extreme heat. Once school is in session because of the rapid spread of the fire, some students' homes have been placed under level 2 "Be Set" and level 3 "Go Now!" evacuation orders. Several bus routes have now been compromised by the fire evacuation orders. At 10:00am, the school itself is under a level 1 "Be Ready" prepare to evacuate order, and thick smoke is blowing directly towards the school.

### Goals:

* Increase awareness and develop a proactive approach of an if-then mindset for school staff, building level, and district level administrators. *If* a wildfire occurs, *then* what policy, plan 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 (Wildfire Approaching)**

1. **Initial Notification**:
	* **Prompt**: You receive notification from emergency services about the wildfire's rapid spread and changing wind conditions. What are your immediate steps? Who do you notify first, and how do you prioritize your actions?
2. **Ensuring Safety and Security**:
	* **Prompt**: How do you ensure the safety of students, especially those with respiratory conditions or other sensitivities to smoke? What measures do you take to protect them?
3. **Communication with Parents and Community**:
	* **Prompt**: How do you communicate the current situation to parents and the community? What key information do you include in your message to keep them informed and reassured?

#### **Phase 2: Managing Compromised Bus Routes and Evacuations**

1. **Addressing Compromised Bus Routes**:
	* **Prompt**: With several bus routes compromised, how do you plan to manage the transportation of students who rely on these routes? What alternative arrangements can you make?
2. **Evacuation Procedures**:
	* **Prompt**: The school is under a level 1 "Be Ready" order. What preparations do you make for a potential evacuation? How do you ensure that all students and staff are ready to leave quickly if necessary?
3. **Handling Evacuations of Students' Homes**:
	* **Prompt**: Some students’ homes are under level 2 and level 3 evacuation orders. How do you support these students and their families? What resources or assistance can the school provide?

#### **Phase 3: Addressing Air Quality and Health Concerns**

1. **Managing Poor Air Quality**:
	* **Prompt**: The smoke is becoming thick and heavy, affecting air quality. How do you protect students and staff, especially those with respiratory issues? What measures do you take to improve indoor air quality?
2. **Sensitive Populations**:
	* **Prompt**: How do you identify and provide additional support for sensitive populations within the school? What specific actions do you take to ensure their safety and well-being?
3. **Communicating Health Precautions**:
	* **Prompt**: How do you communicate health precautions and updates on air quality to students, staff, and parents? What key information needs to be included in these communications?

#### **Phase 4: Coordination with Emergency Services and Long-Term Management**

1. **Collaboration with Emergency Services**:
	* **Prompt**: How do you coordinate with emergency services to stay updated on the wildfire’s progression and necessary actions? What information do you share with them, and how do you ensure effective communication?
2. **Long-Term Impact and Recovery Planning**:
	* **Prompt**: If the situation worsens and the school needs to be evacuated or closed for an extended period, how do you plan for the long-term impact on students’ education and well-being? What steps do you take for recovery and continuity of education?
3. **Review and Documentation**:
	* **Prompt**: How do you document the incident and review the actions taken during the emergency? What information is important to record, and how do you use this review to improve future responses and update policies?

### 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.