



Department of
Education



SCHOOL: LEVEL III

—— Missing Student ——

Tabletop Exercise Definition

A tabletop exercise is a discussion-based exercise where participants are presented a scenario and using their emergency operations plan, they discuss roles and responsibilities, resources, and communications.

Purpose of a Tabletop Exercise

1. Enhance awareness and understanding of the emergency operations plan and specific roles and responsibilities.
2. Validate and test policies, plans, and procedures.
3. Identify strengths and areas for improvement.

Overview of Roles

Facilitator

1. Assign the role of the scribe.
2. Provide initial scenario and updates.
3. Lead participants through questions and discussion.
4. Assign any after-action activities to be completed.

Participants

Using their Emergency Operations Plan and previous training as reference, participate in discussion, ask questions, and provide thoughtful feedback.

Scribe

Take notes of the tabletop discussion, capturing all feedback, participant questions that still need to be addressed, or any after-action responsibilities that are assigned.

Scenario Statement

On Monday at 11:00 AM, the front office receives a call from a classroom teacher stating that a **student went to the restroom down the hall and never returned to class.**



Questions

1. What are your initial actions?
2. Who will be involved?
3. Are there any communications that need to be made?

Update No. 1

After a search of the school building, it is determined that the student is no longer on campus. Camera surveillance shows the **student** leaving from a side door and **getting into a car with someone that looks like his non-custodial mother.**



Questions

1. After reviewing the surveillance video what are your immediate actions?
2. Who is responsible for these next steps?
3. What, if any, information will be released to the school community?



Update No. 2

After **three days missing**, law enforcement provides an update that the **student was safely recovered from the non-custodial mother's home**, however the mother has not been apprehended.

Questions

1. What steps will be taken to prepare for the return of the student?
2. Are there additional safety and security measures will be put into place?
3. What student support services will be needed for the student?

After Action Questions

1. Did your emergency plan have all the information you needed for responding to this scenario? If no, what revisions are needed?
2. Did your plan adequately account for any special needs of students and staff to respond to this scenario?
3. Were there any training needs identified from this scenario?
4. Are there specific resources, relationships, or memorandums of understanding (MOUs) that need to be obtained or established to support this type of response?