

Conducting a Tabletop Emergency Response Drill

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Paramus Public School District

- Located in Central Bergen County
- 10.6 square miles
- 26,500 Residents
- District has 3,900 students in 8 buildings
 - 5: Elementary Schools (grades K-4)
 - 2: Middle Schools (grade 5-8)
 - 1: High School (grades 9-12)

Potential Risks

- 4 major malls (Garden State Plaza, Paramus Park, Bergen Town Center, and the Fashion Center)
- 250,000 visitors each day
- 27 Public & Private Schools
- Routes 17 & 4, and Ramp to Garden State Parkway (NJ's busiest intersection)
- High pressure natural gas regulation station

District Security Measures

- Staffing: Security & Safety Coordinators, Guards in Middle & High Schools
- Cameras
- Door Access
- Visitor Management
- Door & Window Numbering
- Panic Buttons
- Glass film
- Communications
- Door Magnets

Emergency Response Planning (Emergency Response Team)

- Regular meetings with district, OEM, municipal government and private schools
- Three times per year
- Emergency Drill Procedure Training (within and outside the district) - District security staff
- Annual evacuation and relocation drill (rotate to different schools)
- Police Department “practice” in schools (school vacations/weekends)
- Over 20 private educational partners in town (4 high schools, community college, etc)
- Representation at meetings (snow chain) - shared services
- Existing relationship (SRO, fire marshall, “park and talk”, etc.)

Established Relationship

- Snow chain (coordination & agreement)
- Hurricane Sandy
- 1. Communication (Meetings, texting, twitter, Nixle, Swiftreach, Honeywell, shared resources)
- 2. Charging/warming station at PHS
- 3. PSE&G Challenges
- 4. FEMA - info distributed through BOE & Borough systems - town filed for grant, BOE filed for grant
- 5. BOE Budget- purchase of mobile generators/transfer switches at school locations
- 6. Shared equipment and services

Drill Types

- Drills: standard fire and emergency drills
- Table Top: Review scenario with all participants
- Functional: Actual drill on some component of emergency plan
- Full Scale Exercise: Actual reenactment of emergency scenario by all participants.

Table Top Exercise

- “Facilitated analysis of an emergency situation in an informal, **stress free** environment”.
- Designed to elicit constructive discussions as participants examine and resolve problems based on operations plan.
- Multi agency focus on coordination, communication and interaction of organizations.

Table Top Exercise

- Why do a table top?
 - Not having a plan
 - Not knowing or following the plan
 - No command & control
 - Communications
- Who do we want there? Participants
- What type of incident ?
 1. Natural disaster (gas line problem)
 2. Active Shooter
- Utilization of existing plan.
- Purpose of exercise is training, not testing.

Table Top Exercise

- Who: representatives from public school district, private schools, law enforcement, OEM, DPW, Fire, EMT, Search & Rescue, municipal govt. (appointed & elected), public information office.
- 62 participants

Paramus School District (staff)

Central Office:

- Superintendent, Assistant Superintendent, Business Administrator, B&G Supervisor, Transportation Supervisor

High School:

- Principal, 3 Assistant Principals, Guidance Supervisor, Athletic Director, Head Custodian

Paramus Office of Emergency Management

- Emergency management
- Police Department
- Fire Department
- Department of Public Works
- Emergency Medical Services (EMS)
- Utility Representation as Necessary

How It Works

- Welcome (facilitator greeting)
- Briefing (statement of purpose, objective, ground rules, procedures, roles)
- Ice Breaker (general question for group/individual)
- Narrative (scenario: read/written)
- Problem Statement (facilitator may use multiple stages in scenario; statement address individuals or group; written/verbal)
- Make it Real
- Use False Names
- Use Information from Past Incidents
- Social Media

Look Fors

- Communication (effective/efficient?)
- Threat Assessment
- Choke Points
- Command Center
- Transportation

Drill

Part 1 - Pre

- determine scenario & participants
- good plan applies to all scenarios : Do you have a plan? Where is it? Shared? How familiar with it? Who is in command?

Part 2 - Incident

- incident command (chain of command, location)

Part 3 - Post

- De-brief

GENERAL MESSAGE #1

A parent was checking his son's Facebook account and found a concerning message.

He notified the High School office on October 27, at 1400 hours and forwarded a copy of the message to school authorities.

Francis Atari (2/10): It may be a good ide to take a sick day from school today my friend

JD (2/10) Always complaining, never doing anything

Kevin Rhymes (2/10): What's wrong dude?

Francis Atari (2/10): I have had enough, people will pay!

Hobbies: Computers and Guns

Pictures of a gun, Hitler, Berkowitz, and several known school shooters



You have 3 minutes

Drill

Debrief: After Action Report

- all of the participants
- exchange of thoughts/comments/ideas
- success of exercise is determined by participants in identification of problem areas

Questions & Comments

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