

Master Scenario Events Lists – School EOP Exercise

The Master Scenario Events List is a chronological timeline of expected actions and scripted events to be injected into exercise play by facilitators/controllers to generate or prompt player activity. It ensures necessary events happen so that all exercise objectives can be met. This template should be utilized to track each of the individual events within the scenario and those expected actions of personnel and the learning points associated with those actions.				
No.	Inject	Expected Outcome	Learning Points	Maximum (minutes) for each message
0.	<i>Injects are specific scenario events or messages within the scenario that prompt players to implement the plans, policies, and/or procedures that require testing during the exercise. Each inject should be considered its own “event” within the timeline of the scenario. It is not always necessary to follow an inject with questions, however, they can be useful to foster valuable dialogue or help reach expected outcomes.</i>	<i>Expected outcomes represent management/administration’s desired responses or actions to the questions or messages proposed during the delivery of injects. Expected outcomes should come directly from the plan being tested, as well as previous training staff may have received.</i>	<i>Learning points are the specific pieces of information or actions that management/administration hopes that personnel will learn or take away from the proposed inject questions and associated expected outcomes. These learning points often represent key pieces of the emergency operations plan that personnel should understand, or be aware of. It may simply be a reiteration of their roles and responsibilities during an emergency.</i>	<i>It can be useful to limit the time for the discussion of each inject so that all injects can be addressed during the given exercise timeframe.</i>
1.	<p>On November 15 at 9:00am, a staff person hears a small explosion in the cafeteria and sees smoke coming from the room. The temperature outside is 32 degrees and there is snow on the ground.</p> <ul style="list-style-type: none"> • What happens now? • What actions are taken? • Who is contacted? • Draw internal incident command structure. 	<ul style="list-style-type: none"> • Call 911 • Follow/initiate Emergency Operations Plan and begin evacuation procedure • EOP addresses command activation • Staff act in their pre-identified roles • Staff engages in pre-identified communication system (PA, radios, etc) 	<ul style="list-style-type: none"> • First responders should be called immediately • ALL staff (including cafeteria and cleaning staff) need to be trained on the Emergency Operations Plan • Need to consider student needs • Predetermined command structure should be established with positions identified • Staff are trained in pre-identified roles • Redundant communication with staff should be included in EOP 	35 Minutes
2.	<p>School confirms the fire has engulfed the cafeteria and smoke alarms begin to sound. The sprinkler system automatically comes on and creates a short in the electrical system. All power to the facility is now off.</p> <ul style="list-style-type: none"> • What steps are taken to initiate the evacuation of the school? • What resources are needed to 	<ul style="list-style-type: none"> • Student and staff tracking system/plan should be in place and implemented • Staff are responding to pre-identified evacuation locations • Appropriate resources (i.e. walkie talkies, radios) are available for staff to utilize 	<ul style="list-style-type: none"> • All staff should be trained on where and how to evacuate • A student and staff tracking plan is critical and should be trained and exercised • Redundant communications may be necessary to ensure communication when power is not available and/or when outside the building 	35 Minutes

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	<p>accomplish this task?</p> <ul style="list-style-type: none"> Is there a student/staff tracking plan in place? 			
3.	<p>First responders arrive on-scene. The fire is contained and extinguished. Power in the facility, however, is still out.</p> <ul style="list-style-type: none"> Once responders arrive on-scene, how does the internal incident command structure integrate with the first responder incident command? Draw the updated Incident Command Structure. 	<ul style="list-style-type: none"> EOP references interface with first responders and a smooth integration occurs 	<ul style="list-style-type: none"> School Incident Command Structures should integrate with the first response agencies 	10 Minutes
4.	<p>Power will not be available for several hours. Forecast indicates snow and freezing temperatures. The school is uninhabitable due to fire and water damage.</p> <ul style="list-style-type: none"> What actions are necessary at this point? Where are students sent? Are contracts in place for transportation and sheltering of students? 	<ul style="list-style-type: none"> Students are transported to pre-identified relocation sites Resources/contracts are in place prior to incident to assist with evacuation 	<ul style="list-style-type: none"> Contracts should be in place prior to an incident for necessary assistance Relocation sites should be pre-determined Transportation resources may not be readily available (ie school buses and their drivers) therefore outside resources may be necessary (ie city buses) 	25 Minutes

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5.	<p>Families begin calling with questions about the incident and location of their children.</p> <ul style="list-style-type: none"> How will you notify and communicate with family/guardians? 	<ul style="list-style-type: none"> Notification plan in place and trained on Staff utilize pre-identified messaging to inform the community of the incident 	<ul style="list-style-type: none"> Contact information must be current and accessible Pre-identified messaging may be critical to efficient incident response 	25 Minutes
6.	<p>Media arrives on-scene</p> <ul style="list-style-type: none"> How do you communicate with the media? Who talks to the media? 	<ul style="list-style-type: none"> Public information plan is in place and trained on Pre-identified public information officer is the primary point of contact for the media 	<ul style="list-style-type: none"> A single public information officer will streamline messaging and communications Pre-identified messaging may be critical to efficient incident response 	20 Minutes