

**Supervisory Union/District School Safety**

**Planning Guidance**

**INTRODUCTION**

This planning tool is designed to synthesize information found in state and federal resources to support your team in developing and updating your school’s emergency operations plan. It contains checklists and concrete action steps that will help your school build capacity and preparedness before, during, and after emergency situations.

The Vermont School Crisis Planning Team would like to acknowledge and thank the Orleans Southwest Supervisory Union for the invaluable assistance in developing this document.

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| **School Crisis Teams** | **SU/D Public Safety Team** | **Central Office** |
| * Focus on assessing risks, collaboratively developing action plans for students and staff using standard response protocols and threat- and hazard-specific guidelines, and embedding these into school culture and routines. * Review and complete Safe Schools checklists as part of school team meetings. * Annually review and update your School Emergency Operations Plan. * Seek help from local agencies and community resources as needed. | * Focus on developing clear roles & responsibilities, expectations, and sound communication strategies and tools across all stakeholder groups based on identified needs (incident command system, cell phone policies, media protocols, social media protocols, radio communication and usage, expected response times, etc). * Support School Crisis Teams as requested. * Identify community resources to support all-hazards preparedness (off site reunification locations, incident command locations, alternative transportation options, etc). * Ensure alignment with town emergency operations plans. | * Focus on coordination across all teams and first responder/public agencies. * Develop templates to be used by School Crisis Teams and SU/D Public Safety Team. * Reduce busy work for school teams so they can focus on creating and practicing their action plans. * Facilitate formal community partnership agreements for use of buildings or services in the case of an emergency within the SU. * Coordinate with Local Emergency Planning Commissions and local Emergency Management Directors to develop a central office risk assessment and develop all-hazards guidelines for staff. |

**PROJECT RESOURCES**

* Master roster of school team members and public agency representatives
* [US DOE Developing Emergency Plans K-12 Workbook](https://drive.google.com/open?id=0B2JkbxOok_6vaDgzTjBXclh3TWM) and [Vermont School Crisis Guide](https://drive.google.com/open?id=0B_bLH8Q0QhVBYmc5U3RheHlWOUk)
* [Vermont School Safety Website](http://schoolsafety.vermont.gov)

**BIG IDEAS**

***Why develop an emergency plan?***

Schools are entrusted to provide a safe and healthy learning environment for students. Further, they are [legally obligated](https://drive.google.com/open?id=1LA9w7y23LDfymrP3RlsCFM311DdjFpuS0w5skitbzaM) to exercise due diligence in preventing and mitigating harm to students and staff. The lack of a comprehensive emergency operations plan (EOP) leaves your school district vulnerable to lawsuits.

In May 2016, the Agency of Education issued a [State Board Rules Regarding “Student Safety” Memo](http://schoolsafety.vermont.gov/sites/ssc/files/documents/SchoolSafetyPlanning/State%20Board%20Rules%20regarding%20Student%20Safety_2016_05.pdf) to all Superintendents, Principals and School Crisis Planning Team members advising them to develop and maintain a School Specific Emergency Operations Plan.

***What is an “All-Hazards Approach”?***

Unlike scheduled fire drills, emergencies are often unexpected and don’t stick to a script. All-hazards preparedness ensures that if an emergency occurs, regardless of the specific event, people are ready to get through it safely and respond to it effectively. This does not mean a school must painstakingly prepare for every possible type of incident. No organization has the resources to plan for every potential emergency, and it is impossible to foresee every possible hazard. Given these realities, it is best practice to plan using a flexible, all-hazards approach, where you:

* Stay informed of the most likely risks within your specific location and culture: every school has a unique structure, culture, and environment, so it is important to regularly review these factors in order to identify vulnerability to specific hazards;
* Develop capacity to deal with multiple hazards through similar, simple, clear response protocols and guidelines that are embedded into your school’s and community’s culture and routine.



***What are Standard Response Protocols?***

Regardless of the specific scenario or emergency situation, there are a set number of actions, known as [Standard Response Protocols](http://schoolsafety.vermont.gov/sites/ssc/files/documents/SchoolSafetyPlanning/VTSchoolCrisisGuide/Preparedness/Standard%20Response%20Protocols_iluvuguys%20foundation.pdf), that a well prepared school can learn and practice. The main ones include: Lockout, Lockdown, Evacuate, Shelter. These actions can be implemented at the same time or one after the other, depending on what the situation requires. It is strongly recommended by state-level emergency planning experts that all schools adopt and practice the same Standard Response Protocols.

***What are Emergency Response Actions*?**

Depending on the event, there are additional [Emergency Response Actions](http://schoolsafety.vermont.gov/sites/ssc/files/documents/SchoolSafetyPlanning/VTSchoolCrisisGuide/Preparedness/Emergency%20Response%20Actions.pdf) that individuals within a school may wish to take. It is recommended that these Emergency Response Actions be posted in all classrooms and common spaces.

***What are Threat- and Hazard-Specific Guidelines?***

These [Threat- and Hazard-Specific Guidelines](https://drive.google.com/drive/u/1/folders/0B_bLH8Q0QhVBNGphUllCX21iZ1U) describe the course of action your school may take in response to a particular threat or hazard identified and prioritized as part of your school risk assessment process. Examples include Flooding, , Power Outage, Fire, and Intruder. These guidelines will likely include the activation of one or more standard response protocol.

***Why collaborate across the Supervisory Union and with community partners?***

Given our geographic location and make up, many of our towns depend on similar services and resources in emergency situations, such as police or rescue. Schools may share buses with other schools in the SU and would be impacted when disruptions in transportation at any school occurs. Some towns may have listed the school as a shelter in their emergency plans, but what happens if the school is also impacted by the emergency? These are just some examples of why it is critical that our schools work closely with each other and public safety agencies to ensure we all remain connected and supported in our emergency planning efforts.

**SCHOOL CRISIS TEAM**

**OBJECTIVES:**

* *Form a School Crisis Team*
* *Identify and document potential vulnerabilities and hazards*
* *Assess potential consequences of hazards and ability to respond given current resources and realities*
* *Identify and implement actions to prevent/mitigate hazards where possible*

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| **✔** | **School Crisis Team Checklist** | **Resources** |
| 🙿 | Confirm School Crisis Team members and that team roster contact information is complete and accurate. Determine which team member will sit on Public Safety Team. |  |
| 🙿 | Collaboratively discuss and document your team member’s roles & responsibilities (could be slightly different than samples to align with specific school staffing). | [Team Roles & Responsibilities Overview](https://docs.google.com/document/d/1sioprYp2ZWs6wGNwdGrNTf8pyL8RK1cpzyYIDpMARFQ/edit) |
| 🙿 | Update School Emergency Contact List. | [Emergency Contact List Template](https://drive.google.com/open?id=1GVutJtKm03WiDDAQAN_z6qLJ3BcFID9c_LYB7wsS3_g) |
| 🙿 | Identify additional community resources and contacts that your school should have readily available (American Red Cross, Transportation Resources, etc). |  |
| 🙿 | Review and update all student emergency contact information based on registration forms; generate reports and teach staff how to generate their own reports. |  |
| 🙿 | Create a document that contains all relevant codes and instructions for controlling school systems (electrical, heating, generator, etc) for use when primary person is not on site or immediately available. |  |
| 🙿 | Locate and review current School Emergency Operations Plan, school maps, recent building and grounds audits or reports; compile in one central location. |  |
| 🙿 | Contact your Local Emergency Management Director to discuss your town’s emergency operations plan and how it may impact your school. |  |
| 🙿 | Decide what you want in your administration and classroom preparedness kit and create them; order supplies for kits as needed. | [Classroom Preparedness Kit](https://drive.google.com/open?id=15TFrsu3l4IBAmCyCKknSMz1hQG4hUC-q-kzqZMnydwU) |
| 🙿 | Review Nurse Preparedness Resources. | [Summary of Suggested School Nurse Duties](https://drive.google.com/open?id=1eV78WWEutblTEk-Uy0wQvP6XLtxnzr82JKxqlQp3eNU)  [School Nurse Related Resources](http://healthvermont.gov/local/school/documents/SP12_emergency_preparedness.pdf) |
| 🙿 | Conduct risk assessments and/or review recent audits and reports in each of the three School Safety areas:   * Building and Grounds * School Culture/Climate (PBiS data or other) * Environmental Hazards |  |
| 🙿 | Collaboratively review risk assessment results and determine highest risk areas. | [Risk Assessment Worksheet](https://docs.google.com/document/d/1pN9exep_lB41UHdhigtOTn6Vsqf2QXRxNtbI-c6lQxc/edit) |
| 🙿 | Determine what action steps can be taken to address known risks and vulnerabilities (changes to building and grounds, adjustments to PBiS implementation, etc). |  |
| 🙿 | Conduct Annual School Safety in-service training with staff. |  |
| 🙿 | Ensure [Emergency Response Action Guide](https://drive.google.com/open?id=0B_bLH8Q0QhVBODd4U3F3b0xvVHM) is posted in all classrooms and common spaces. |  |
| 🙿 | Contact parents about on-going school safety activities and parent expectations. |  |
| 🙿 | Create timeline for and implement action steps. |  |

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| **School Practice and Learning Opportunities** |
| * Engage staff in a scenario discussion as a way to introduce and build awareness around the work ahead. * Share risk assessment action steps with students and families (“These are the things we can control and will be working to change”). * Invite and involve local first responders to participate in any drills or meetings to get to know staff and students. |

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| **Available Training and Support** |
| * State experts are available to help plan a scenario discussion, complete a school safety walk-through and discuss how to address identified vulnerabilities. Contact the [School Safety Center](http://schoolsafety.vermont.gov/) for assistance. * Look for monthly resources released by the School Safety Center based on their [annual training calendar.](http://schoolsafety.vermont.gov/sites/ssc/files/documents/Training/School%20Safety%20Awareness%20and%20Training%20Calendar.pdf) All members of the school crisis team should complete the [online Incident Command System](http://schoolsafety.vermont.gov/training/online#Additional%20Online%20Trainings). * For additional assistance with School Safety, please contact the Vermont School Safety Liaison, Rob Evans, [revans@margolishealy.com](mailto:revans@margolishealy.com). |

**PUBLIC SAFETY TEAM**

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| **✔** | **Public Safety Team Checklist** | **Resources** |
| 🙿 | Conduct tabletop exercise that focuses on Incident Command System to identify potential questions or issues. |  |
| 🙿 | Confirm Public Safety Team Member Roster and Contact Information. |  |
| 🙿 | Report out on relevant news and information since July. |  |
| 🙿 | Discuss and confirm evacuation/ reunification sites for each school. |  |
| 🙿 | Discuss options for UHF or VHF radio communication across public agencies, school buildings, and central office. |  |

**SCHOOL CRISIS TEAM**

**OBJECTIVES:**

* *Collaboratively develop/confirm response protocols and guidelines for managing emergency situations*
* *Practice the skills necessary to respond effectively and efficiently.*

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| **✔** | **School Crisis Team Checklist** | **Resources** |
| 🙿 | Review notes and materials from Public Safety Team quarterly meetings; incorporate decisions and recommendations into school team work as appropriate. |  |
| 🙿 | Review and discuss key concepts of an Incident Command System (ICS) as well as notes from the Public Safety Team’s discussion on ICS at the October meeting. | Incident Command System Summary |
| 🙿 | Invite public agency representatives / first responders to monthly school team meetings to review and discuss key takeaways from school safety risk assessment or to help develop guidelines. |  |
| 🙿 | Review materials related to Emergency Response Protocols and complete related tasks. | Emergency Response Protocols Overview, Resources, and Tasks |
| 🙿 | Communicate with parents that this work is happening, what students will be learning, and provide resources to keep parents/guardians informed. |  |
| 🙿 | Engage in a series of [scenario discussions](http://schoolsafety.vermont.gov/exercises) based on your identified risks to develop your school’s guidelines. | [Vermont School Crisis Planning Team Sample Action Plans](https://drive.google.com/open?id=0B_bLH8Q0QhVBNGphUllCX21iZ1U) |
| 🙿 | Be sure to consider various circumstances when creating your guidelines/ action plans, such as assisting students with disabilities, how to apply to after school programming, how to modify for public events located on school property. | [After School Emergency Planning](https://drive.google.com/open?id=151bP67Ul6JJdh-uRfhOoSsuyxklG5B1MxgCpm1ILSxk) |
| 🙿 | Test your protocols and guidelines through practice, including debrief to see if updates to protocols are needed. |  |

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| **School Practice and Learning Opportunities** |
| * Engage staff, students, and parents in scenario activities for one or more of the identified hazards to assist in response development and awareness building. * Invite and involve local first responders to participate in safety-related meetings or drills. * Review sample curriculum for age-appropriate lessons and implement. |

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| **Available Training and Support** |
| * [School Safety Trainings](http://schoolsafety.vermont.gov/training) are available through the Vermont School Safety Center. * All members of the school crisis team should complete the online Incident Command System |

**PUBLIC SAFETY TEAM**

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| **✔** | **Public Safety Team Checklist** | **Resources** |
| 🙿 | Conduct tabletop exercise that focuses on communication strategies and protocols across schools and organizations. |  |
| 🙿 | Review draft community resource list and provide feedback (Agency Names, Description of services /Reason to contact, best contact numbers). |  |
| 🙿 | Review draft cell phone protocols. |  |
| 🙿 | Review draft social media protocols and communication scripts, including scripts for public events on school property. |  |
| 🙿 | Review School Emergency Operations Plan Template and provide feedback. |  |

**SCHOOL CRISIS TEAM**

**OBJECTIVES:**

* *Continue to practice the skills necessary to respond effectively and efficiently.*
* *Update school-specific Emergency Operations Plans*

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| **✔** | **School Crisis Team Checklist** | **Resources** |
| 🙿 | Review notes and materials from the Public Safety Team quarterly meetings; incorporate decisions and recommendations into school team work as appropriate. |  |
| 🙿 | Continue to implement and practice your protocols and guidelines by conducting learning events or drills, including debrief to see if updates to protocols are needed. |  |
| 🙿 | Review and update Emergency Operations Plan Template provided by central office based on team work already completed and identify areas that need further discussion among school team. |  |
| 🙿 | Submit completed draft of your school’s Emergency Operations Plan to central office for Public Safety Team review. |  |

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| **School Practice and Learning Opportunities** |
| * Continue to practice guidelines and action plans, including debrief to inform changes to plan. * Invite and involve local first responders to participate in learning opportunities, discussions, etc. |

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**PUBLIC SAFETY TEAM**

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| **✔** | **Public Safety Team Checklist** | **Resources** |
| 🙿 | Conduct tabletop exercise. |  |
| 🙿 | Review draft school Emergency Operations Plans (as available) and provide feedback. |  |
| 🙿 | Discuss planning of coordinated functional or full-scale exercises in the following year. |  |

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| 🙿 | Review each school’s draft Emergency Operations Plan and provide feedback. |  |
| 🙿 | Determine annual Meeting Schedule. |  |
| 🙿 | Discuss planning of coordinated functional or full-scale exercises in the coming school year. |  |

**SCHOOL CRISIS TEAM**

**OBJECTIVES:**

* *Once plan is developed, continue to keep plan up-to-date and relevant within your school community.*

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| **✔** | **School Crisis Team Checklist** | **Resources** |
| 🙿 | Review/update school safety assessments in the three identified areas: Building and Grounds, Culture/Climate, Environmental Hazards. |  |
| 🙿 | Conduct interactive, annual training to review plan, roles and responsibilities before, during and after an emergency. |  |
| 🙿 | Conduct a field trip to evacuation sites, including specific areas within the site, such as reunification areas, etc. |  |
| 🙿 | Develop school-specific resources that your community finds helpful in reminding them of key courses of action (quick guides, cheat sheets, parent reminders). |  |
| 🙿 | Keep posters and signs and other information up to date throughout the building (evacuation routes, room numbers, symbol for rooms that are not safe hiding places, etc). |  |
| 🙿 | Invite first responders and community partners to come and engage with students, staff, and family about school safety and specific aspects of the plan. |  |

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