

# SCHOOL EMERGENCY RESPONSE PLANS

SCHOOLS AGAINST VIOLENCE IN EDUCATION

July 6, 2021



## SAVE PLANNING REQUIREMENTS

- The school district is required to maintain a district wide safety plan implemented by the district wide safety team.
- Each building maintains a Building Level Emergency Response Plan and a Building Level Safety Team.
- The plans must be updated each year to address changes in roles and responsibilities or significant changes in security procedures.



# DISTRICT WIDE PLAN

- Unlike the Building Level Plans which are confidential, the District-Wide Plan is a public document that is really a philosophical statement which addresses school's approach to preventing violence from a district-wide perspective.
- It includes:
  - Prevention and intervention strategies
  - Identification of district resources
  - General procedures for contacting persons and parental relations during emergencies
  - Policies for training and drilling
  - Communication strategies
  - A list of the makeup of the District Wide Safety Team
  - Designation of the Chief Emergency Officer



# BUILDING LEVEL EMERGENCY RESPONSE PLAN: CONTENT

## The Basic Plan

- Standardizes language and provides structured framework for schools statewide.

## Functional Annexes

- Focus on critical operational functions and the courses of action developed to carry them out.
- To ensure consistency, standardized definitions and suggested best practices have been provided: Shelter-In-Place, Hold-In-Place, Evacuation, Lockout and Lockdown.

## Threat/Hazard Specific Annexes

- Actions and best practices outlined in detail on what to do in the event of various emergencies.
- Identification of specific threats/hazards specific to each building.

## Appendices

- Appropriate floor plans for each building and current information about school response team members, students and staff with special needs and any other information critical to each building.
- Identification of appropriate staff to fill specific roles related to incident command and response teams.



## COMPONENTS OF THE BASIC PLAN

- Plan development and maintenance with a listing of Building Level team members
- Distribution of the plan to State Police, local fire department and law enforcement, and other relevant agencies
- Plan review and revision
- Sites and types of emergencies with annexes
- Organization and assignment of responsibilities
- Direction, control, and coordination – School Incident Command System
- Coordination of resources
- Requirements for training and drilling

**This plan is confidential and may only be shared with law enforcement personnel**



# THE APPENDICES

Additional appendices with names, numbers locations, etc., shall include:

- Communications (specific names and numbers)
- Incident Command System (ICS) (aka - Chain of Command)
- Emergency Response Teams
- Memoranda of Understanding (MOU)
- Master Class Schedule
- Building/Grounds/Local Road Maps
- Student/Staff with Special Needs



# EMERGENCY RESPONSE ACTIONS

The Building Level Emergency Response Plan dictates the conduct for emergency response protocols for each building including:

- Lockdown
- Lockout
- Shelter in Place
- Hold in Place
- Evacuation



# QUESTIONS OR COMMENTS

## 30 day public comment period - posted to district website

### Questions/Comments to:

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**BOE will adopt at our meeting on August 19, 2021**

