# Joint Task Force on School Safety
# Community Forum
*January 8, 2013 & January 14, 2013*

## *Emergency Response Planning*

| What's Working? | What Do We Need to Improve? |
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| <br><br><br>• Thorough E.O.P. Plan<br>   • NIMS System works in emergency planning<br>      o Modified for each school<br>      o All schools have a comprehensive plan that is well written and reviewed<br>      o Specific locations for safe cover<br>      o Working role of safety partners<br>      o Partnership with police & fire seems collaborative and strong<br>      o School based plans – each school has one<br>      o Updated emergency plans<br>      o Emergency plan reviews<br>      o 3rd party validation of Emergency Response Plans<br>      o Designated Coordinators<br>      o Door policies/rules<br>      o Emergency plans are available/fluid<br>      o Great partnership with police & emergency response agencies<br>      o Recognition that things happen & we're proactive<br>         ▪ Proactive but not knee jerk<br>      o Nice to know that there is a plan in place that is reviewed each year<br>         ▪ Plans are practiced<br>         ▪ Plans are adaptable<br>         ▪ Crisis plans are collected (skills) | • Specific Safety procedures/plan for disasters/emergencies<br>      o Are the procedures graded? By whom?<br>      o Too extensive – not enough staff to cover jobs in plan<br>      o Before/After Care – Is there a response plan?<br>      o Consistent standards across all schools<br>      o ERP is not a living, breathing document<br>      o Evaluate how to improve<br>         ▪ Frequent emergency plan reviews<br>      o Faculty create punch list of individual classroom vulnerabilities<br>      o Identify safe cover locations<br>      o Involve County hospital personnel<br>      o What is the plan for <u>ALL</u> schools to be locked at standard times?<br>      o No emergency response planning for after school activities!<br>      o Review plans for gaps in coverage<br>      o Modernizing plans?<br>      o Include parents in planning emergency<br>• Ongoing evaluation of schools<br>      o Building structures<br>      o Specific security and safety needs<br>         ▪ Greater security – Keys & access to areas (Substitute teachers also)<br>      o Change ERP to accommodate renovations and construction<br>      o Look at parking at schools – parking is a problem at some schools<br>• Collaboration on developing handbooks<br>      o Are emergency responses collaborative amounts schools?<br>• System of checks and balances to ensure that existing plans are adhered to |
| • Training<br>      o Trained staff for each type of situation | • Training Emphasis<br>      o Annual training that is more interactive for all school staff and |

o Staff is informed of plan each year
o Safety training with students at the beginning of the year institutionalized
  ▪ August training
  ▪ Preparation of students for the different types of emergencies
o Staff is well trained as to where to go in an emergency
o Lockdown training
o Training required (certification)

volunteers
o Make sure teachers/staff understand their roles in emergencies
  ▪ Knowledge & understanding of all aspects and key aspects of plan
  ▪ Knowledge of responder protocol
o Give staff consistent training for contingency plans
o Active shooter training – how to handle a shooter, taking cover and concealment
o Educate students on how to respond in emergency situations
o School building access – how to "get out" in case of emergency
o Are substitute teachers trained for emergency?
o Is there awareness for general emergencies?
o Protocol in emergency situations to have conversations with children
o Improve education of students regarding behavior, language, etc. during emergencies
o More crisis training
o Specific examples from leaders at exactly what to do in specific situations – review guidelines
o Self defense training for staff & parent volunteers
o Staff knowledge of sound of gun shot/weapon knowledge
o Knowledge of safe havens

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• Required Practice Drills – Test Drive Point A → B
  o Monthly Evacuation Drills
  o Evacuation times are reported by administration
  o Lock Down Procedures & Drills
  o Fire drills
  o Drill Frequency helps
  o Maintain vigilance
  o Response Time
  o Practice, Practice, Practice!
  o Promote important discussions about "what ifs"
  o Unannounced drills are good
  o Ongoing drill and practice
  o Getting students involved – relieves stress of a possible incident
  o Multitude of scenarios

• Practice a REAL situation – follow through
  o What are the drills completed in school?
  o Practice, Practice, Practice! – Are we doing that?
  o More practice at Unexpected times
  o Increase the number of drills
  o Other types of practice – How does it work?
    ▪ Ensuring variety in practice – Increase the variety of drills
    ▪ To include fire as well as lockdown, mod. Lockdown, etc.
    ▪ Fire drills are of least concern i.e. weather related more important
  o More roll play of real situations
  o Lock Down Drills – follow through
  o Do more off-site evacuation practice with students
  o Have a protocol for which types of safety drills to conduct – a certain order & number of drills each year – standardized practice routine
    ▪ All schools should meet the standard for practicing

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| | the drills<br>    o  Inconsistency of fire drills<br>    o  Communication about when fire drills occur/other training – proper compliance/protocols for drills<br>    o  Practice drills may not be authentic<br>    o  School specific scenarios and drills<br>    o  Surprise emergency drills<br>• Standard response time for emergencies in schools – School Resources Officers<br>    o  How can we get police there quicker when an SRO is not present?<br>    o  Emergency personnel drills when school is empty – how long does it take PD to respond?<br>    o  What are response times?<br>• Feedback/evaluation from police, COS, fire fighting, etc in following a drill<br>• Expert in drill procedures to give feedback<br>• Involve parents for chaos during drills<br>• Emergency alerts acknowledging drill practice to parents |
| • Communication with parents/community<br>    o  Email/Text Message Alerts – are working well and comforting<br>        ▪  Robo-calls to cell phones, email, etc.<br>        ▪  Notify Me<br>    o  HCPSS News – some schools use this very well<br>    o  E-News updates<br>        ▪  Schools out<br>    o  Principal and administrative conversations or forums<br>    o  Community topics available<br>    o  Direct link to responders – radio<br>    o  Information available on website (policy, general information, etc)<br>    o  Engaging community via forum/taskforce<br>    o  ALERTS are great! | • Clear communication of ERP in place to parents and community<br>    o  How does the community get to understand and know parts of ERP?<br>        ▪  Communicate plan & procedures to all stake holders<br>        ▪  Communication to community and surrounding buildings for parents<br>        ▪  Not all parents are receiving information<br>        ▪  Historical Information<br>        ▪  What is the method of communication in the event of an emergency?<br>    o  Parents need to be more involved – use community/parental resources<br>    o  Parents need some info about the emergency plan<br>        ▪  Communicate what's in the plan more clearly to parents<br>    o  Ask Parents to follow through at home<br>    o  Parents share safety plans with students<br>    o  Allowing parents to know what exactly the procedures are<br>    o  Transparency increased and awareness raised<br>    o  Address all stakeholders, twitter, FB and any others who don't subscribe<br>    o  Testing of alerts, text etc to all parents to make sure system is working<br>    o  Increased communication to parents about access to |

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|  |            important info i.e. power outage<br>    ◦ HCPSS website – consistency<br>    ◦ Increase communication with parents regarding school vulnerabilities (back to school night, PTA meetings)<br>    ◦ Consistency among schools when information is sent out<br>• If there is an emergency, how are parents notified? Such as evacuation<br>    ◦ Consistency about what is communicated about emergency events; not muting everything about emergency<br>    ◦ Text message not clarified properly<br>    ◦ Information to parents vague?<br>    ◦ A model "notify me"<br>        ▪ Use and accessible information on Notify Me<br>    ◦ Rumor Control<br>    ◦ Communication to staff ASAP if there is a lockdown<br>    ◦ Better community messaging in an event of an emergency (power out – school being used for shelter)<br>    ◦ Responding to a crisis during a lunch shift with 100 students in the cafeteria?<br>• Gathering of information<br>    ◦ What is done with this information<br>    ◦ Parent expectations during emergencies<br>    ◦ Effective communication during emergency situation<br>    ◦ Notification alerts to include notes<br>    ◦ More collaboration<br>    ◦ Monitoring of social media when incidents happen<br>• Publish names of members who serve on the sub-committees<br>    ◦ Community collaboration<br>• What to do with parents who storm the building to claim their children? |
| • Procedures<br>    ◦ Control access points to get into the building<br>    ◦ Spot Inspections periodically<br>    ◦ Buddy System<br>    ◦ Show ID to pick up children<br>    ◦ Work with police department | • Attendance – some schools are not calling in AM to confirm absence of student<br>• Communications tools in schools<br>    ◦ Cell phones do not work in walls<br>    ◦ Communication system in place to protect internal staff<br>    ◦ Internal plan – Code Word<br>    ◦ Panic Button – for teachers and staff between classroom to office<br>• Training & background screenings for volunteers<br>• Backgrounds of officers in buildings working with students and staff<br>• Change location of emergency pick up of students<br>• Keep track of kids who left classroom<br>• Strengthen student release procedures during emergencies |

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| | • Online emergency procedure card needs to be improved – printed version not consistent with online either |
| • Resources<br>  o School Resource Officers – Needed in all levels<br>    ▪ Collaboration between schools and police department<br>  o Police presence<br>  o Internal Crisis Team – Solid; almost institutionalized but not preventative<br>  o Safe zone – both on-site/off-site<br>  o Fire, lock-down, account system.<br>  o Staff has resources - Emergency Kits and Bins<br>  o Staff binders contain important information kept by door<br>  o Quick reference cards<br>    ▪ Use of a flip chart for immediate response (color coded)<br>  o Activity bins for special education students<br>  o Emergency cards<br>  o Every teacher has a plan in their individual classroom | • Police officer routinely increase presence at every school<br>• Can there be undercover marshals?<br>• Floating Teachers - needed<br>• Standardized alarm systems<br>  o Alarm systems being linked directly to police?<br>• Closed security circuit system<br>  o 24 hour monitors<br>• Locks on all classroom/office doors<br>  o Perhaps magnetic locks<br>• Locked areas to move kids to in an emergency<br>  o Containment<br>• Hidden panic button in desk to lock or unlock door<br>  o Swipe key to get into the classroom<br>  o "Life" alert button for all staff<br>• No windows in the classroom<br>  o Need light in classroom<br>  o Escape routes<br>• Emergency food supplies<br>  o Restrooms – facilities<br>  o Kits – for many situations<br>• Walkie Talkies, phones etc. for teachers/staff to communicate<br>• Utilize a database for all surrounding facilities (childcare and preschools)<br>• Having children with cell phones across the board<br>• Chips to track students in emergency<br>• Panic lights to alert (different colors)<br>• Importance of emergency cards being filled out<br>  o Periodic check to make sure contact information if correct – automated process to do this would be great (example: text back 1-correct, 2-incorrect, 3-change) |
| | • Anonymous or hotline model to report threats or concerns<br>  o What is the intervention?<br>  o How sensitively is it done?<br>  o Is it helpful?<br>  o Is it professionally handled?<br>• Annoyance vs. Safety |