

School Safety: Preparation, Response, and After Action

P 5142

This is a recommended policy to consider and combines three previous CABE model policies: Student Safety (5142), Emergencies and Disaster Preparedness (6114) and Crisis Management Plan (5141.6)

The Board of Education recognizes that sound emergency preparedness planning and response are essential for the health, welfare, and safety of all students, staff and visitors. All school community members are responsible for doing everything in their power to promote everyone's safety at all times. District staff and students shall be prepared to respond immediately and responsibly to any combination of events that threaten the school community.

It is the policy of the _____ Board of Education to maintain a safe, orderly, civil, and positive learning environment and to be prepared, as far as possible, to prevent and respond quickly and appropriately to unexpected crises, such as emergencies, disasters, and threats.

The Board directs the Superintendent to develop, maintain, and implement an *Emergency Disaster Preparedness and Response Plan (District Security and Safety Plan)* and, for each school, a **School Security and Safety Plan** and administrative procedures that detail provisions for responding to emergencies and disasters. This Plan will articulate local emergency service providers' role in crisis preparedness and incident management, which shall be included in the District's Security and Safety Plan. Such plans shall be based on *the School Security and Safety Plan Template* developed by the Department of Emergency Services and Public Protection, pursuant to section 86 of PA 13-3. This shall include establishing a School Security and Safety Committee at each school and consultation and cooperation with law enforcement, fire department, and emergency rescue personnel.

The Superintendent shall use state-approved School Security and Safety Plan Standards and a School Security and Safety Plan Template to comply with the National Incident Management System (NIMS) and incorporate the National Incident Command System when updating District—and site-level emergency and disaster preparedness plans. Each school in the District, each school year, will develop and implement a **School Security and Safety Plan**. Such plan shall be based upon the standards issued by *the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS)* and the *School Security and Safety Plan Template*. In addition to preparedness and response, the plan shall provide guidance on recovery from any emergency incident.

In developing the District and school security and safety plans, which include plans for various crisis scenarios, which include but are not limited to fire, bus accidents, criminal acts, civil disturbances, presence of intruders, hazardous material spill, weather-related emergencies, and bomb threats, the Superintendent shall collaborate with local and state emergency responders and local health officials in compliance with the provisions of PA 13-3.

Optional:

The **District Security and Safety Committee** includes the Superintendent, Police Chief, Fire Chief, representative of school leadership, teachers and staff, mental health and special education staff representatives, and others deemed necessary. This Committee shall meet each month and fulfill the following tasks:

- Oversee and facilitate the process for the development and submission of **School Security and Safety Plans**;
- Assist individual school-based crisis response teams (the School Security and Safety Committee) to include community partners and school-based personnel as specified;
- Develop training activities and conduct emergency exercises, such as tabletop exercises, to support and improve the plan;
- Initiate, build and maintain relationships with community partners;
- Conduct safety and security needs assessments;
- Establish and update the district emergency management plan.

Each school shall establish a **School Security and Safety Committee**, which will assist in developing and administering the school's **Security and Safety Plan**. The members of the Committee shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or legal guardian of a student at the school, a special education teacher, and any other person deemed necessary, such as a school nurse, custodian, local health director, transportation coordinator, etc. Schools shall collaborate closely with law enforcement, fire and emergency services personnel, and community partners, including public health professionals who can assist with the development of a plan that addresses a wide range of crises.

The Crisis Management Plan (Emergencies and Disaster Preparedness Plan)

Crisis management shall be viewed as a continuous process in which all plan phases are reviewed and revised. The plan shall be continuously updated based on experience, research, expertise, and changing vulnerabilities. Security and safety plans shall include guidance on recovering from a crisis incident and provisions regarding preparedness and response. Such guidance should be provided whenever possible after an **after-action review** by the District Security and Safety Committee.

An **after-action review (AAR)** is a technique for improving process and execution by analyzing the intended and actual outcomes of an action, identifying practices to sustain and improve or initiate, and then practicing those changes at the next iteration of the action.

The **School Security and Safety Plan** shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the district can do to reduce or eliminate the risk to life and property;
- **Preparedness** focuses on the process of planning for various threat scenarios;
- **Response** is devoted to the steps to take during a crisis;
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis;
- Communication refers to:
 - Setting the Table: Preparing the community on what it can expect regarding crisis communication, such as how it will be shared, what it will (and will not) include, and how often it will be sent;
 - Real-Time Communication: Providing internal communication to staff and the board of education and external communication to the community and the media;
 - After Action Communication: Reviewing and sharing the factual account of what had occurred and the outcomes that can be shared.

The **School and District Emergency Management Plans** shall outline procedures for faculty, staff, students and visitors for the following primary responses:

- **Evacuation** when it is safer outside the school than inside the school;
- **Lockdown** when there is an immediate threat of violence in, on or in the vicinity of the school;
- **Shelter-in-place** when students, staff and visitors must remain in a school building for extended periods during an event such as a chemical spill or terrorist attack.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare. The board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

