

## Students

### Crisis Prevention/Response

#### Components of the Plan

The Superintendent or designee shall use the school security and safety plan standards and plan templates developed by the Department of Emergency Services, state-approved Standardized Emergency Management System guidelines, be compliant 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.

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

1. Mitigation/Prevention addresses what schools and the district can do to reduce or eliminate the risk to life and property.
2. Preparedness focuses on the process of planning for the worst-case scenario.
3. Response is devoted to the steps to take during a crisis.
4. Recovery pertains to how to restore the learning and teaching environment after a crisis.

Security and safety plans shall also provide guidance on the recovery from an emergency incident, in addition to including provisions regarding preparedness and response.

At a minimum, school and school district emergency management plans shall outline procedures for faculty, staff and students for the following three primary responses:

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

Annually each school in the District shall develop and implement a school security and safety plan. Such plans shall be based on the school security and safety plan standards and templates developed by the Department of Emergency Services and Public Protection, pursuant to section 86 of PA 13-3. In addition, the Superintendent or designee shall ensure that the District's procedures include strategies and actions, which are compliant with the National Incident Management System (NIMS) used by all first responders at all levels, for prevention/mitigation, preparedness, response and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks.
2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation.
  - b. Regular practice of emergency procedures by students and staff.

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3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the District and, if communication between the District and site is not possible, at each site. (Use of the National Incident Command System)
  - b. Individuals responsible for specific duties.
  - c. Designation of the Principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans.
  - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation.
  - e. Assignment of responsibility for identification of injured persons and administration of first aid.
4. Personal safety and security, including:
  - a. Identification of areas of responsibility for supervision of students.
  - b. Procedures for evacuation of students and staff, including posting of evacuation routes.
  - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible.
  - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety.
  - e. Provision of a first aid kit to each classroom.
  - f. Arrangements for students and staff with special needs.
  - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease.
5. Closure of schools, including an analysis of:
  - a. The impact on student learning and methods to ensure continuity of instruction.
  - b. How to provide for continuity of operations for essential central office functions.

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- c. Communication among staff, parents/guardians, the Board of Education, other governmental agencies, and the media during an emergency, including:
  - d. Identification of spokesperson(s).
  - e. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites.
  - f. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand.
  - g. Distribution of information about District and school site emergency procedures to staff, students, and parents/guardians.
6. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement, fire department, and medical emergency responder involvement and intervention.
  - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease.
7. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities.
  - b. Provision of mental health services for students and staff, as needed.

### District Crisis Response Team

The District crisis response team is responsible for:

1. Initiating, building and maintaining relationships with community partners;
2. Conducting safety and security needs assessments;
3. Establishing and updating the emergency management plan;
4. Assisting individual school-based crisis response teams, (the school security and safety committee) to include community partners and school-based personnel as specified in section 87 of PA 13-3; and
5. Developing training activities and conducting emergency exercises to support and improve the plan.

Crisis management must be viewed as a continuous process in which all phases of the plan are

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being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities. Therefore, the District Crisis Response Team will conduct a security and vulnerability assessment, every two years, for each District school and develop and/or revise a school security and safety plan for each school based on the aforementioned standards for such plans.