

This Month's Topic: Review & Refine Your School Emergency Operations Plan (EOP)



COLORADO LEAGUE *of*
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Charter School Safety Awareness Newsletter June 2017

The School Safety Awareness monthly newsletters are designed to provide charter leaders with the knowledge and resources necessary to continuously improve the safety of their school environments. By both federal and state law, charter public schools are required to perform specific safety duties and administer certain responsibilities.

Each issue focuses on a topic to inform and guide readers along the ever-evolving journey of school safety compliance and practices. Read this publication to stay abreast of your obligations and implement the proven practices and procedures shared here by government agencies, safety experts and fellow charter school operators.

All safety resources within this newsletter are based on the School Emergency Operations Plan component of the **Colorado Safe Schools Act, C.R.S. 22-32-109.1**. [Click here to view the law.](#)

What is a School Emergency Operations Plan (EOP)?

Section (4) is a component of the Colorado Safe Schools Act, C.R.S. 22-32-109.1 called the **School Response Framework**, which addresses school safety, readiness, and an incident management plan.

It states: "Each board of education shall establish a school response framework that shall consist of policies described in this subsection (4). By satisfying the requirements of this subsection (4), a school or school district shall be in compliance with the national incident management system, referred to in this subsection (4) as "NIMS", developed by the federal emergency management agency."

There are 16 points of compliance for schools within subsection (4). In this issue we will cover the following subsections:

- (4)(b) Each school district to adopt the national response framework released by the federal department of homeland security and NIMS formally through orders or resolutions;
- (4)(c) Each school district to institutionalize the incident command system as taught by the emergency management institute of the federal emergency

management agency;

- (4)(k) Key emergency school personnel, including but not limited to safety teams and backups, to complete courses provided by the federal emergency management agency's emergency management institute or by institutions of higher education in the state system of community and technical colleges.

What is the National Incident Management System (NIMS)?

NIMS is a systemic template enabling various entities to work together with consistency to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity.

ACTION ITEM: Charter School Boards must formally adopt the NIMS framework via a board resolution.

How to Institutionalize the Incident Command System (ICS)

ICS is a standardized on-scene **incident** management concept designed specifically to allow responders to adopt an integrated organizational **structure** equal to the complexity and demands of any single **incident** or multiple **incidents** without being hindered by jurisdictional boundaries. ICS is the coordinating link between multiple agencies and jurisdictions in an emergency response. Each district/charter school will adopt ICS as the management structure to be utilized in school and district emergency response plans.

An ICS divides an emergency response into **five manageable functions essential for emergency response** operations:

1. **Command** - responsible for all aspects of response, including developing objectives and managing all incident operations, public affairs, health and safety and liaison activities with the incident command structure.
 2. **Operations** - responsible for all operations directly applicable to the primary mission of the response.
 3. **Planning** - responsible for collecting, evaluating and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans.
 4. **Logistics** - responsible for providing facilities, services and materials for the incident response.
 5. **Finance and Administration** - responsible for all financial, administrative and cost analysis of the incident.
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School Emergency Personnel Training Requirements

The U.S. Departments of Homeland Security and Education recommend all key personnel involved in school emergency management and incident response take the NIMS, ICS, and NRF training courses and support the implementation of NIMS. Currently, *key personnel* are required to complete four courses in order for an individual or organization to be considered NIMS compliant through FY 2007.

ACTION ITEM: To date, the following courses are **required for key personnel:**

- [IS-100.SC/IS-100.SCa](#): *Introduction to the Incident Command System, I-100 for Schools*

- [IS-362.A](#): *Multi-Hazard Emergency Planning for Schools*

The following additional courses are **recommended** for leadership personnel:

- [ICS 300](#): *Intermediate Incident Command System*
- [ICS 400](#): *Advanced Incident Command System*
- [IS-200](#): *ICS for Single Resources and Initial Action Incidents*
- [IS-700](#): *NIMS, An Introduction*
- [IS-800.b](#): *National Response Framework, An Introduction*

Adapting the District Plan for Your School

Utilizing the Five Preparedness Missions model, as defined by the [National Preparedness Goal](#), each district will create a comprehensive safe school plan to address prevention, mitigation, protection, response, and recovery. Charter schools must begin working with their district and key community partners to develop an all-hazard, comprehensive emergency response plan and to the extent possible, an emergency communications plan that coordinates with local, county and state emergency plans. It is a necessity for charter schools to adapt their district/authorizer's plan for response implementation at their individual campus.

Critical EOP Resources for Charter School Boards and Leaders

[CSSRC School Response Framework Plan Outline](#)

[CSSRC Suggested Safety Plan Elements for EOPs](#)

[Guide for Developing High-Quality School EOPs](#)

[Interactive EOP Tools](#)

[Incident Command Center](#)

[EMI School Program](#)

Case Example: Falcon 49 - Safety Planning with Its Charters

Author: Andrew Franko, iConnect Zone Superintendent, District 49

District 49 engages with charter schools in a few different ways regarding EOPs. First, it is an expectation of authorization that each charter school have an Emergency Operations Plan on file with the district. This plan is shared through a data sourcing website that host a number of other important documents. In addition to the plan, we require charters to report out their safety drill log and self-report when/if a safety incident occurs at the school. The incident reports are gathered through an electronic system and our charter principals are trained along with coordinated school principals. The district's safety and security team oversees the reports and reporting process. They report to a designated district staff member if there is an incident that needs follow-up action.

Safe2Tell reports are also generated to the charter school as well as the district safety and security team. Again, safety and security informs a designed district

staff member that a report has been made and we follow-up with the school to ensure it is being addressed.

As a district, we employ a crisis intervention team. Our charters have access to this team through their administrative fee payment. This team will deploy to the charter school in the event of a crisis or for preventative support in the event a suicide threat (or something similar) takes place.

Additionally, our safety and security team will conduct training and provide support based on the school's EOP and requests. Four of our charter schools have engaged with the district in conducting unannounced safety drills which include full school evacuations.

TRIVIA CONTEST: Charter School Board Safety Activity

WIN one FREE admission to the CSSRC 2017 Colorado Safe Schools Summit! (\$100 value)

Answer the School Safety trivia questions below by July 14 and you're automatically entered to win. [Click here to enter your responses.](#)

1. What was the topic of the inaugural issue of the School Safety Awareness Newsletter?
2. What is the name of the organization that produces the annual report "Kids Count in Colorado?"
3. According to the 2016 report, *Indicators of School Crime and Safety*, approximately 100% of students ages 12-18 observed the use of at least one of the selected safety and security measures at their school. Name one of the three most commonly observed safety/security measures.
4. What is the name of the school's top person in charge of the school's response in the event of an emergency? *Hint: This title is the same across the country due to federal legislation requirements.*
5. What is the name of the state's public safety department created specifically to serve schools by providing evidence-based practices and expertise to all schools?

More Free Resources

[Colorado School Safety Resource Center](#)

[CSSRC Update: Top Tips for School Safety Situational Awareness & Training](#)

[School Response Framework - Safety Plan Webinar Series](#)

[Safe2Tell Colorado](#)

[Colorado Dept. of Public Health & Environment: Emergency Planning & Preparedness](#)

[Colorado Division of Homeland Security](#)

[Charter Focus Journal Archives](#)

[Campus Safety Magazine](#)

Grants.gov

Upcoming Safety Events

The Briefings: A National School Safety Symposium at Columbine

Hosted by the I Love U Guys Foundation

Date: Sunday, July 9 - Wednesday, July 12

Location: Columbine High School, Littleton

Cost: \$450 per attendee (cost varies depending what day(s) you attend).

Description: This 3.5 day Symposium examines lessons learned from traumatic events and reveals new, preemptive school safety measures growing in multiple realms. The Symposium is designed to provide a number of takeaways that districts, departments and agencies can implement immediately.

Registration: [Click here to register.](#) [Click here to learn more.](#)

Child Sexual Abuse Prevention & Intervention Symposium

Hosted by Colorado School Safety Resource Center

Date: Thursday, September 28

Time: 7:30 AM - 3:30 PM

Location: Adams 12 Five Star Conference Center, 1500 E. 128th Avenue, Thornton

Cost: \$100 per registrant

Description: The day will open and close with a two-part, gripping presentation on "Predators in Schools" by officers from Indiana and the U.S. Department of Homeland Security.

Registration: [Click here to register.](#) [Click here to view flyer.](#)

2017 Colorado Safe Schools Summit

Hosted by Colorado School Safety Resource Center

Date: Wednesday, October 18 - Thursday, October 19

Location: Adams 12 Five Star Conference Center, 1500 E. 128th Avenue, Thornton

Cost: Full two-day registration \$95 plus registration fees | Single day registration cost \$48 plus registration fees.

Agenda and additional information coming soon.

Registration: [Click here to register.](#)

School Safety Advisory Committee Members

The overarching objective of the School Safety Advisory Committee (SSAC) is to advise the Colorado League of Charter Schools on how to build the capacity of Colorado charter public school leaders to provide safe and secure school environments.

2016-2017 Committee Goal: The SSAC and the League seek to instill a culture of safety amongst all Colorado charter school board members and administrative leaders by launching a monthly messaging campaign to prompt safety awareness and actions.

As we close out this school year, it is with great appreciation that the Colorado League of Charter Schools THANKS all of the volunteer committee members below for their generous time and efforts in supporting this initiative! All of you have made an impact on the League and for our charter school members.

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Colorado School Safety Resource Center



COLORADO
School Safety Resource Center
Department of Public Safety

The mission of the Colorado School Safety Resource Center (CSSRC) is to assist educators, emergency responders, community organizations, school mental health professionals, parents and students to create safe, positive and successful school environments for Colorado students in all PK-12 and higher education schools.

The CSSRC provides free consultation, resources, training, and technical assistance to foster safe and secure learning environments, positive school climates, and early intervention to prevent crisis situations.

The CSSRC supports schools and local agencies in their efforts to prevent, prepare for, respond to, and recover from all types of emergencies and crisis situations.

Information and resources from the CSSRC are available to all schools, school officials, and community partners throughout the State of Colorado.

The Colorado School Safety Resource Center was created by state legislation in 2008. Senate Bill 08-001 (C.R.S. Section 24-33.5-1801, et seq.) was signed by Governor Ritter in May, 2008.

[Click here to learn more.](#)

Next Month's Topics: Safety and Security Policy/Annual School Building Inspections/Local Community Assessment

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