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**Administrative Matters:**

- Alarms & Exits
- Location of Restrooms
- Protocols for Cell Phones



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Session Expectations:

- Safe environment
- Questions are encouraged
- Courteous in disagreement
- Be collaborative
- Evaluation Sheets (Positive & Negative Critique)




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Act 55 Requirement: *Emergency Training Drills*

- It *is* training to provide the essential context to drills which are mandated by the Commonwealth of Pennsylvania so that school employees are better able to implement their responsibilities associated with emergency response.
- Is *not* training on how and when to conduct emergency training drills.
- Is *not* meant to be a prescriptive, step-by-step training model. You can take the materials from this session and use them how you feel will best meet the needs of your school entity.




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Purpose of Training: *To Inform*

- What drills are mandated.
- The components of an Emergency Preparedness Plan and how it impacts or involves them as school employees.
- The components of a communications plan and how it impacts or involves them as school employees.
- The components of the Federal Emergency Management Agency's (FEMA) incident command structure and how it impacts or involves them as school employees.




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**School Safety Codes & Mandates**

- [35 Pa. C.S. §7701](#) (Duties concerning disaster prevention)
- [27 Pa. Code §10.24](#) (Emergency and nonemergency response and preparedness)
- [24 P.S. §15-1517](#) (Fire and Emergency Evacuation Drills)
- [24 P.S. §15-1518](#) (Textbooks and Instruction on Fire Dangers and Prevention Drills)
- [24 P.S. §13-1310-B](#) (School safety and security training)
- [75 Pa. C.S. §4552](#) (General requirements for school buses)
- [20 U.S.C. §7118](#) (Activities to support safe and healthy students)



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**Mandated Drills:**

- Emergency Preparedness Drills
- Fire Drills
- School Security Drills
- Bus Emergency Drills



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### Why are these Requirements Important?

**School Security drills:**

- The chief school administrator *shall notify* and *request assistance from the local law enforcement agency and emergency management agency* before conducting the school security drill.

**Emergency preparedness drills:**

- A school district shall *provide to each local police department and each local fire department* having jurisdiction over geographic territory of which the school district is a part *a copy of the district's comprehensive disaster and emergency response preparedness plan.*



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### Interagency Coordination:

- **Planned, effective interagency** response is widely recognized as being a significant factor in shutting down dangerous situations – whether an active shooter or a fire – as quickly as possible. And the converse is true.
- **MOU's:** Memorandum of Understanding
- **Trauma Informed Approach** to training



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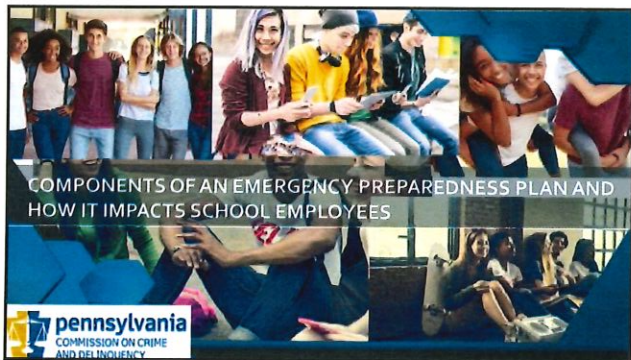
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### Plans & Purposes:

EOP (Emergency Operations Plan); (AHP) All Hazards Plan; (ERP) Emergency Response Plan; EAP (Emergency Action Plan)

1. Prevent
2. Protect
3. Mitigate
4. Response
5. Recover




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### Plans Should Be:

- ✓ Clear and prescriptive
- ✓ Owned
- ✓ Shared
- ✓ Current




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### Plans Should Ensure:

- A) ...Uses assessment to customize plans at the building level.
- B) ...Considers all settings at all times.
- C) ...Provides for the functional needs of the whole school community.

- as examples:

- Accounting for varied physical needs during evacuation, reverse evacuation, and shelter-in place.
- Additional devices or sensory tools included in kits used during emergencies.
- Consideration of alternate forms of notification to address communication barriers.




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EPP Structure:

(3 Phases)

- 1. The Basic Plan
- 2. Functional Annexes
- 3. Threat- or Hazard -Specific Annexes




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Questions & Final Points:

- How many here can talk with confidence about their own school entity's EPP, and the roles and responsibilities within it?
- Are you confident that everyone within your school community knows what to do and how to do it in different emergencies?
- Have you looked at your school's EPP in the last 12 months?
- Are unsure of how to access it?
- Do you just go through the motions when performing drills in school?




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### Communications Plans:

- Located as a Functional Annex
- Shows how to pass accurate information from those who have it to those who need it
- Defines roles, responsibilities and structures for collecting and disseminating information in the event of an emergency or during non-emergency times



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### Components of a Plan:

1. Actions taken before an incident
2. An overview of internal communications systems
3. An overview of external communications systems
4. Considering "rumor control"
5. Transition & recovery phases



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### Practicing the Plan:

- How quickly in school do I find out that something is going on which could present a threat to me and others? How do I find out?
- When I receive a notification or an alarm, am I clear as to what I need to do next?
- When I need more information and need to communicate with someone about an incident response, can I get that information, or can I communicate?



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ABC's of Communication:

- Accuracy
- Brevity
- Completeness



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OVERVIEW OF THE INCIDENT COMMAND SYSTEM



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National Incident Management System

Federal Emergency Management Agency (FEMA)

- [National Incident Management System](#) (NIMS)
  - Strategic Framework
  - Collaboration between government, non-government, private sectors
  - Prepare and respond to high consequence events
    - Natural Disasters
    - Industrial accidents
    - Major security incidents



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### Incident Command System (ICS)

- School-based focus
- Immediate, on-scene command, control, coordination of incidents
- Response and management until external support arrives
- Seamless transfer of control to external support
- Handoff to External Incident Commander at predesignated physical location (Incident Command Post)
- School ICS continues with communication, reunification, etc.



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### ICS Relevance to School Employees

- Designation of Incident Commander (IC)
  - Appointed to manage incident
  - May change dependent on event
  - Designated alternate if primary IC is not available
- Designation of Operations Section
  - Small group assigned to manage tasks and direct resources
  - Security, communications, reunification, etc.
- Discuss with your supervisor who is responsible for these roles



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### Why is understanding the Incident Command System important?

- School employees are first on the scene
- ICS provides structured, actionable ways to respond until help arrives
- Can also be used for pre-planned, non-emergency events
  - Athletic events
  - Schoolwide events: Graduation, Open House, Assemblies, Concerts



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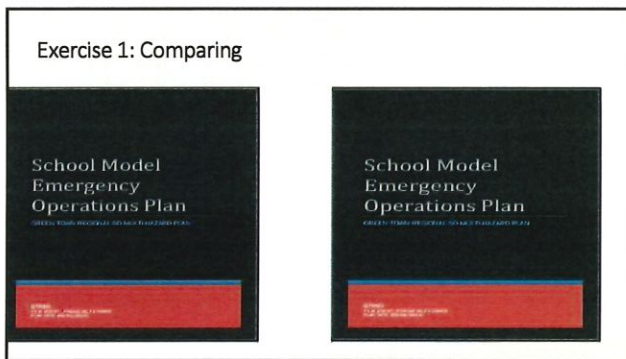
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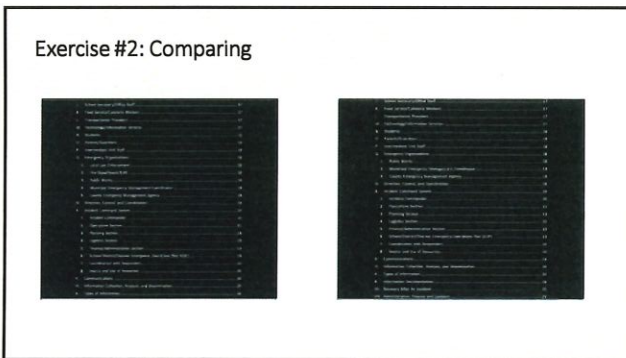
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**Exercise #3:**

D. Organizational and Assignment of Responsibilities	11
A. School Board	15
B. Superintendent	15
C. School District Safety and Planning Committee	17
D. Principality/Building Administrators	18
E. Teachers	18
F. Instructional Assistants	18
G. Counselors, Social Workers, and Psychologists	18
H. School Nurse/Infirmary Attendants	19
I. Custodial/Maintenance Personnel	19
J. School Security/Police Staff	19
K. Food Service/ cafeteria workers	19
L. Transportation Providers	19
M. Technology/Information Services	19
N. Students	19
O. Other/Outgroups	19

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**Examining Responsibilities**

**Teachers**

- Supervising students under their charge
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of protection plans and incident management protocols established in the school EOP
- Direct Students in implementation of protective action
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Principality/Local Commander
- Execute assignments as directed by the Principality/Local Commander
- Obtain first aid services for injured students from the school nurse or person trained in first aid.
- Arrange for first aid for those unable to be moved.

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**CLOSING REMARKS**

**pennsylvania**  
COMMISSION ON CRIME  
AND DELINQUENCY

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### Additional Resources

- [PEMA School and Child Care Safety](#)
- [FEMA: Incident Command Structure for Schools](#)
- [FEMA Course: IS-100](#)
- [FEMA Course: IS-700](#)
- [FEMA Course: IS-362A](#)
- [STOP THE BLEED – Save a Life | Stop The Bleed](#)
- [FEMA: Guide for Developing High-Quality School Emergency Operations Plans](#)
- [SchoolSafety.gov “Emergency Planning”](#)
- [PEMA Model School Emergency Operations Plan](#)
- [PEMA.pa.gov - Preparedness section](#)




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### Additional Resources

- [REMS Technical Assistance Center - building and using a competent communications plan](#)
  - [REMS Communications Annex PDF](#)
  - [REMS TAC: About Us](#)
  - [REMS Training Packages](#)
  - [REMS Training Packages: Integrating the needs of students and staff with disabilities and other access and functional needs](#)
  - [Simplified guide to the ICS – U.S. Department of Transportation](#)
- State Code:
- 35 Pa. C.S. 17701
  - 22 Pa. Code 110.24
  - 24 Pa. C.S. 15-1517
  - 24 Pa. C.S. 15-1518
  - 24 Pa. C.S. 11-1310a
  - 75 Pa. C.S. 14552
  - 20 U.S.C. 47118




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