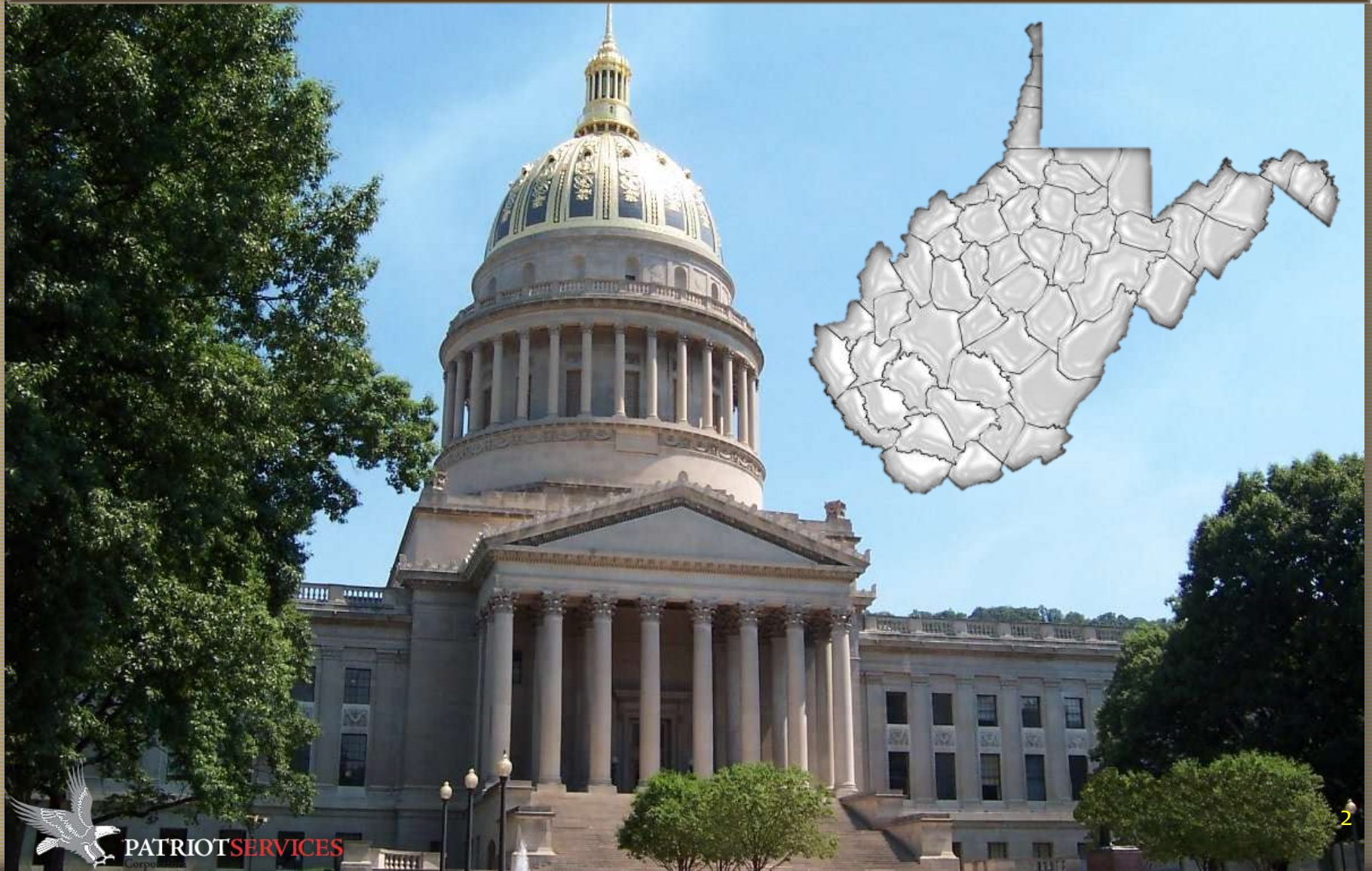


# MEETING PROTOCOLS

- If attending in person, please take only one hard copy of the Crisis Response Plan template per agency.
- If you are attending via Live Meeting webinar, we suggest that you use a phone for audio and use Live Meeting for the visual portion of the presentation.
- Please hold all questions until the end. We will answer all questions.
  - If you are attending in person, we will hand you a microphone.
  - If you are attending by Live Meeting, type your question, we will read it and answer it.
  - A list of Frequently Asked Questions will be distributed shortly after the June 7<sup>th</sup> meeting in Charleston.
- We recommend reviewing the Crisis Response Plan template after the presentation. All Superintendents will meet individually with a representative of Patriot Services during a formal Project Out-Brief as part of the SBA Safety Project and be able to discuss in detail.



# School Crisis Response Plan Informational Meeting





# AGENDA



- Introductions
- School Safety Initiative
- Crisis Response Plans
- Training
- Legislative Responsibilities  
Coordination between Schools and  
Emergency Response Community





# Meeting Hosts



Dr. Mark Manchin  
Executive Director



Joseph Thornton  
Cabinet Secretary



Dr. Jorea Marple  
State Superintendent





# Why was I invited Today?

- You are an Education professional :
  - Who will be responsible for implementing and maintaining School Crisis Response Plans in your County.
  - Who will be providing administrative oversight to ensure compliance with legislation, and support of future training
- You are an Emergency Management, Law Enforcement, Fire/EMS, 911 or other Emergency Response professional who:
  - Will be/or have provided data that has been/or will be maintained in ACAMS pertaining to schools or other Critical Assets.
  - Would respond to or plan for response to incidents that may occur at a school and would need to have access to data maintained in ACAMS for such purpose.
  - Should be familiar with the Crisis Response Plan template being implemented state-wide in all schools.





# SCHOOL SAFETY INITIATIVES



# Statewide School Safety Initiatives

- School Access Safety Program, administered through the School Building Authority (SBA) in coordination with the WV Division of Homeland Security and Emergency Management (DHSEM) and the WV State Police (WVSP) has supported several key initiatives in the last several years, including:
  - 2007: School Access Safety Plans
  - 2007-2011: Funding for Safety Initiatives
  - 2010-Current: School Safety, Vulnerability Assessment and Critical Data Mapping Project, which includes the development of County and School level Crisis Response Plan templates.
- In the 2011 Legislative Session, SB592/HB 4125 (revised) was enacted requiring the West Virginia Department of Education to ensure all West Virginia schools implement a Crisis Response Plan which meets a minimum standard as established by WV DHSEM in a Crisis Response Plan template and to be maintained in a database selected by the WVDHSEM.





# Statewide Initiative Cont.



- Statewide initiatives are intended to improve the level of school preparedness for all schools in all counties.
- The Crisis Response Plan template developed as part of the SBA Project is the Crisis Response Plan template approved by the WV State Board of Education in December 2011.
- The approved Crisis Response Plan template will meet all legislative compliance requirements.
- The Automated Critical Asset Management System (ACAMS), a national, secure, web-based, database maintained by the U.S. Department of Homeland Security, is where all data collected through the SBA project is being input and is the same database selected by WVDHSEM to maintain Crisis Response Plans for all schools statewide.
- ACAMS is not intended to replace other tools used by local Emergency Response professionals, but will supplement existing tools. There is NO COST associated with use of the ACAMS system.



# Benefits

- The template makes compliance with the new legislation MUCH easier for County Boards of Education , Superintendents, Principals School Crisis Response Planning Teams, Crisis Response Teams and Schools in general.
- A standard, best practices Crisis Response Plan will improve response and planning.
- Use of ACAMS provides responders access to accurate and detailed critical information for schools.
- Better Response that results from Better Information (accurate and up to date)
- Improved collaboration between schools and the emergency response community.

**BOTTOM LINE: SAFER SCHOOLS!!**





# SBA School Assessment and Data Mapping Project

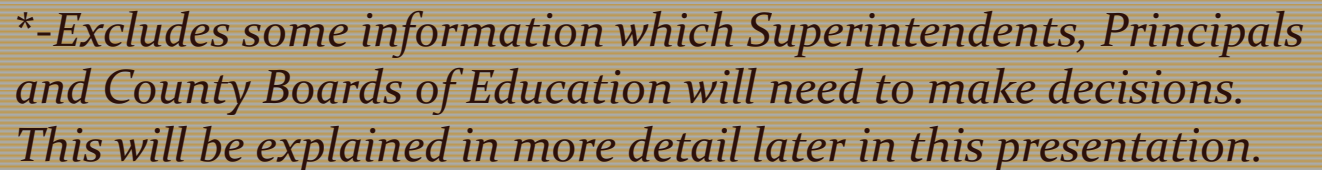
As a part of the SBA school assessment and data mapping project, each public school has or will receive:

- Initial Asset Visit (IAV) data collection (Assessment) with all data collected input into ACAMS.
- A customized template for a County Crisis Response Plan (CRP)
- A customized template for a Crisis Response Plan (CRP) for each school.
- Other information uploaded into ACAMS for each school includes:
  - Current Emergency Response/Crisis Response Plans
  - A school floor plan with critical data mapped
  - Photo logs
  - Options for consideration
  - Current academic calendar
  - Public Transit information (if any) in each County



**NOTE: ALL OF THE DATA WE COLLECTED FROM SCHOOLS HAS BEEN ENTERED INTO ACAMS. IT IS NOW CONSIDERED **PROTECTED CRITICAL INFRASTRUCTURE INFORMATION** AND **MUST** BE HANDLED ACCORDINGLY UNLESS IT IS PUBLICLY AVAILABLE INFORMATION, SUCH AS THE SCHOOL CALENDAR.**





- **43 counties** with Initial Asset Visit (IAV) assessments have been completed
- **Over 550** schools' data has been entered into ACAMS
- Patriot Services has completed **43** county specific Crisis Response Plans
- In addition, **more than 500** school specific\* Crisis Response Plans have been completed.





# SBA Project Deliverables: Data Collection and ACAMS Entries

- Initial Asset Visit (IAV) data collected and entered into ACAMS for each School
- Asset Report for each School needs to be reviewed and approved by Principals for accuracy


PROTECTED CRITICAL INFRASTRUCTURE INFORMATION Requirements for Use	
Nondisclosure	
<p>This document contains Protected Critical Infrastructure Information (PCII). In accordance with the provisions of the Critical Infrastructure Information Act of 2001, 50 U.S.C. § 3352 (a) (3) or any other "PCI Act," PCII is exempt from release under the provisions of Information Act (5 U.S.C. 552) and similar state and local disclosure laws. Unauthorised release may result in criminal and administrative penalties. It is to be safeguarded and disseminated in accordance with the CII Act, the implementing Regulations at 49 C.F.R. Part 201 (the "Regulations") and PCI Program regulations.</p> <p><b>By reviewing this cover sheet and accepting the attached PCII you are agreeing not to disclose it to other individuals without following the access requirements and to abide by the guidance contained herein. Your acceptance provides immediate access solely to the attached PCII.</b></p> <p><b>If you have not completed PCI user training, you are required to send a request to <a href="mailto:pci-training@doj.gov">pci-training@doj.gov</a> within 30 days of receipt of this information. You will receive an email containing the PCI user training. Follow the instructions included in the email.</b></p>	
<b>Access</b>	<p>Individuals eligible to access the attached PCII used by Federal, State or local government employees or contractors and meet meet the following requirements:</p> <ul style="list-style-type: none"> <li>Assigned to homeland security duties related to this critical infrastructure; and</li> <li>Demonstrate a valid need-to-know.</li> </ul> <p>The recipient must comply with the requirements stated in the CII Act and the Regulations.</p>
<b>Storage</b>	<p>Storage: When not in your possession, store in a secure environment such as in a locked desk drawer or locked container. Do not leave this document unattended.</p> <p>Transmission: You may transmit PCII by the following means to an eligible individual who meets the access requirements. In all cases, the recipient must accept the terms of the Non-Disclosure Agreement before being given access to PCII.</p>
<b>Handling</b>	<p><b>Need Release:</b> Authorized individuals may lead your request in large amounts to the material is controlled as <b>Secret</b>. Information should be read. However, when this is impractical or unavoidable you may request PCII through. If exception is not available, and PCII is a government property attachment and provide the personnel. Do not send PCII to personal, non-employment related email accounts. Whenever the recipient forwards or email, place that information in an attachment.</p> <p><b>Mail:</b> 1995 First Class mail or commercial equivalent. Place in an opaque envelope or container, sufficient container spacing and to three addresses of forwarding, and three placed in a sealed envelope that has no visible contents in PCII. Envelope or container must bear the complete name and address of the sender and addressee. It must contain markings that indicate the contents are PCII and must have the following below the return address: "POST FORWARD. RETURN TO SENDER." Address to the addressee must implement the forwarding mail.</p> <p><b>Fax:</b> Fax are encouraged, but not required, to use a secure fax. When sending the fax, ensure the fax, coordinate with the faxed external will not be left unattended or subjected to unauthorized disclosure on the receiving end.</p> <p><b>Telephone:</b> You are encouraged to use a Secure Telephone Unit/Equipment. Use cellular phones only in urgent and <b>Dissemination:</b> Ensure that a copy of this sheet is the first page of all reproductions containing PCII. Only copy and content of page public are cleared for PCII. Destroy all materials page immediately.</p> <p><b>Discretion:</b> Destroy (i.e., shred or burn) this document when no longer needed. The logbooks or CFI, delete file and</p>
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<b>Dissemination</b>	<p>Mail any newly created document containing PCII with "Protected Critical Infrastructure Information" on the top left page that contains PCII. Mail "SECRET" inside each photograph containing PCII. Place a copy of this cover sheet containing PCII. The PCII Identification Identification Number(s) of the source document(s) the derivatively created document in the form of a header.</p> <p>For more information about derivative products, see the PCI Work Products Guide or speak with your PCII</p>
<p>Submission Identification Number <b>PCII-ALAMS-WV-034890-0001</b></p>	
<p><b>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</b></p>	

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IAV – Interview Questionnaire.....	
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IAV – Physical Assessment Questionnaire.....	
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IAV –Local Law Enforcement Questionnaire.....	
<b>Section 4</b> .....	
Photo Assessment.....	

PROTECTED CRITICAL INFRASTRUCTURE INFORMATION

**MCDOWELL COUNTY**  
**RIVER VIEW HIGH SCHOOL**  
**SCHOOL ASSESSMENT**



The photograph shows the exterior of River View High School. The building is a long, single-story structure with a dark brown or maroon facade. The words "RIVER VIEW HIGH SCHOOL" are printed in large, light-colored capital letters across the middle of the building. There are several windows visible, some with dark frames and others with lighter frames. In the foreground, there is a concrete sidewalk and a low concrete wall. To the right, a flagpole with a blue flag is visible. The sky is clear and blue.

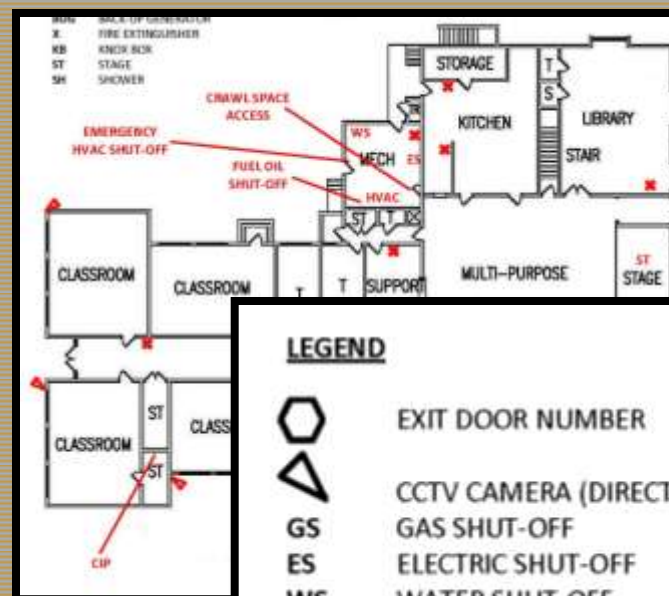
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PROTECTED CRITICAL INFRASTRUCTURE INFORMATION



# Project Deliverables Continued: Floor Plans

- Each County will be scheduled for a Project Out-brief.
- Floor Plans for each school will be provided by Patriot Services during the Out-brief.
- Included in the floor plan are details such as:
  - exterior doors
  - interior doors
  - door numbering
  - door swing
  - utility shut-offs
  - fire suppression equipment
- Updates or corrections resulting from the Out-brief will be made in ACAMS by Patriot Services.
- After appropriate training, each County BOE will keep ACAMS data current. This will be discussed later in today's presentation.



## LEGEND

	EXIT DOOR NUMBER
	CCTV CAMERA (DIRECTIONAL)
GS	GAS SHUT-OFF
ES	ELECTRIC SHUT-OFF
WS	WATER SHUT-OFF
CIP	CABLE/INTERNET/PHONE
FH	FIRE HYDRANT
AP	ALARM PANEL
RH	ROOF HATCH
UAP	UNDERGROUND ACCESS POINT
EL	ELEVATOR
EMR	ELEVATOR MACHINE ROOM
BUG	BACK-UP GENERATOR
X	FIRE EXTINGUISHER
KB	KNOX BOX
ST	STAGE
SH	SHOWER





# SBA Project Deliverables Continued: County Template and School Crisis Response Plans

- Each Superintendent will be given a County specific Crisis Response Plan (CRP) template and a School specific Crisis Response Plan (CRP) template for each school in the county.

<b>General Information</b>	
Intro/Abbreviations Crisis Response Team Crisis Response Planning Team Other Emergency Contacts Possible Protective Actions by Incident Type	
<b>Section 1</b>	
Mitigation / Prevention Preparedness Roles & Responsibilities – Incident Command Incident Command System	
<b>Section 2</b>	
Lockdown Shelter-In-Place Evacuation Reunification Crisis Communications	
<b>Section 3</b>	
Fire Hazardous Materials Natural Gas Leak / Loss of Service Power Outage Explosion	
<b>Section 4</b>	
Severe Weather / Tornado Severe Winter Weather Flooding Earthquake	
<b>Section 5</b>	
Bus Accident / Incident	
<b>Section 6</b>	
Physical Assault / Fighting Sexual Assault Suicide Attempt or Threat Weapons / Armed Person Unauthorized Removal or Abduction Intruder / Trespassing Bomb Threat	
<b>Section 7</b>	
Medical Emergency Death of a Student or Staff Member Animal Incident	
<b>Section 8</b>	
Nuclear	
<b>TABLE OF CONTENTS</b>	

CRISIS RESPONSE PLANNING TEAM					
Title	Name	Office	Home	Cellular	Email Address
Principal					
Teacher # 1					
Teacher # 2					
Service Person					
Parent # 1					
Parent # 2					
The following are recommended members					
County Board Member					
School Counselor					
Local Law Enforcement					
Local EMA Director					
An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.					
This page is to be updated annually.					





# CRISIS RESPONSE PLAN TEMPLATES





# CRP Development Committee Members

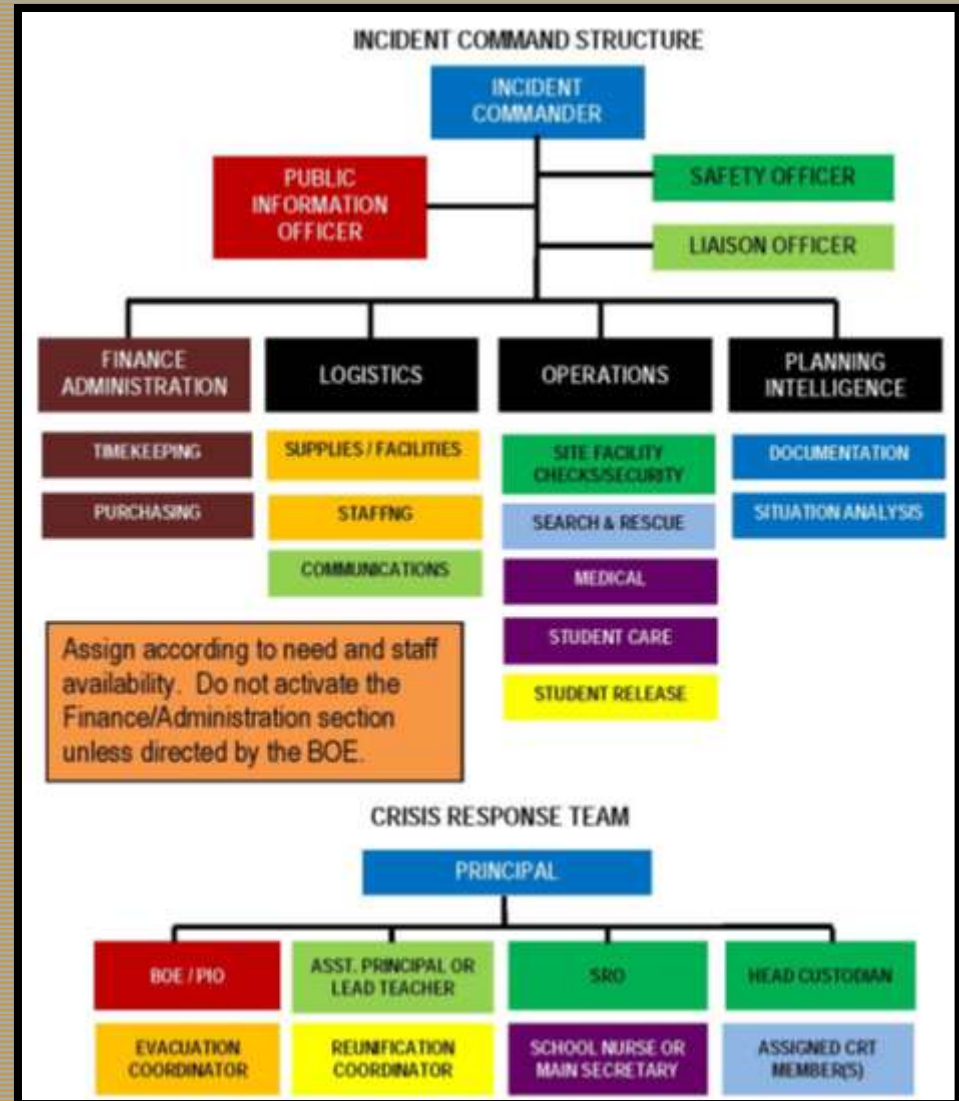


- West Virginia Division of Homeland Security & Emergency Management (WVDHSEM)
- West Virginia State Police (WVSP)
- West Virginia School Building Authority (WVSBA)
- West Virginia Department of Education (WVDE)
- Representatives from West Virginia Schools and Counties
- Patriot Services representatives including past members of local, county and state law enforcement agencies; county school administrators and risk management professionals



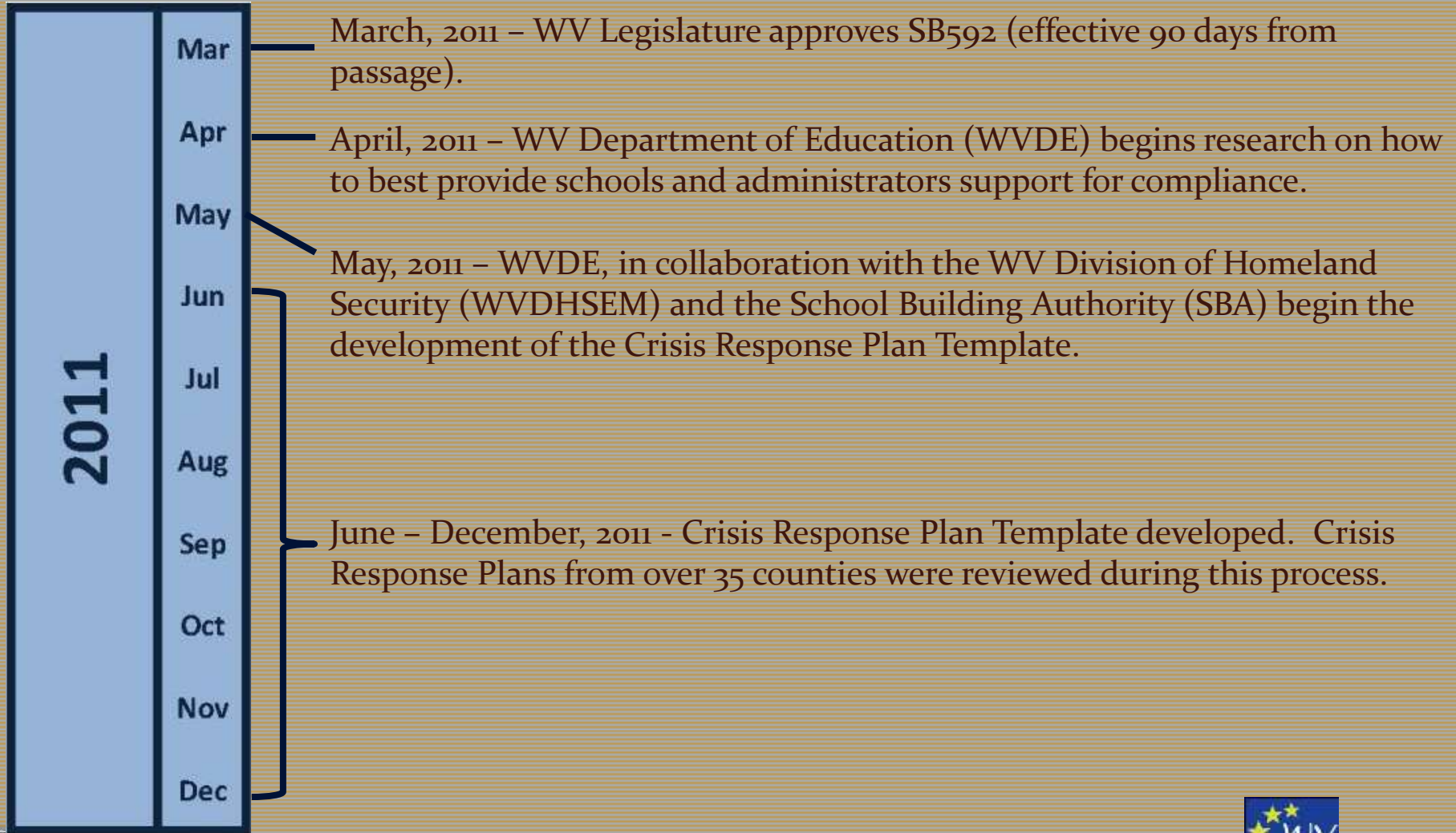
# Crisis Response Plan Development

- The Crisis Response Plan template has been developed to follow best practices established by FEMA and the U.S. Department of Education. It includes the Incident Command System (ICS) and is consistent with the National Incident Management System (NIMS) and West Virginia State agency policies.
- By implementing this Crisis Response Plan, we are raising the level of Preparedness for ALL West Virginia schools.





# West Virginia Department of Education Timeline of Involvement





# West Virginia Department of Education Timeline of Involvement

2011	Dec
	Jan
2012	Feb
	Mar
	Apr
	May
	Jun

December, 2011 – State Board of Education approves the Crisis Response Plan Template

March, 2012 – WV Legislature approves HB4125 (revised) (effective 90 days from passage).

March – May, 2012 – Crisis Response Plan development team plans for implementation of the Template. Patriot Services begins customization of the Crisis Response Plan Template for 43 counties with a Summer, 2012 roll-out planned.

Today – 1<sup>st</sup> stage of roll-out begins.



# First Step: Select the School Crisis Response Planning Team (CRPT)

CRISIS RESPONSE PLANNING TEAM					
Title	Name	Office	Home	Cellular	Email Address
Principal					
Teacher # 1					
Teacher # 2					
Service Person					
Parent # 1					
Parent # 2					
County Board Member					
School Counselor					
Local Law Enforcement					
Local EMA Director					

**First Step:** The County Superintendent and Board of Education will need to **determine Crisis Response Planning Team (CRPT) composition** OR give each school Principal the authority to make the determination. (Options for composition to be explained on the next slide).

**Second Step:** Once the Crisis Response Planning Team (CRPT) members are named, these members will make decisions regarding other portions of the plan. Note: Depending on the size of the school, there may be more or fewer members on the CRPT.

An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.

This page is to be updated annually.



# Crisis Response Planning Team: Composition

Emergency Response Community Participation is strongly encouraged

CRISIS RESPONSE PLANNING TEAM	
Title	<p>SB592/HB 4125 (revised) allows for two versions of Crisis Response Planning Team (CRPT) member composition. CPRT's must contain <b>EITHER</b>:</p> <p><b>A. A Team minimally consisting</b> of the Principal, two teachers, one service person and two parents of children attending the school. <b>AND</b> optionally, the following <b>recommended members</b>:</p> <ol style="list-style-type: none"><li>1. Member of the County Board,</li><li>2. School Counselor,</li><li>3. Member of Local Law-enforcement authorities,</li><li>4. County Emergency Services Director</li><li>5. A student in grade ten or higher if the school has those grades. <b>OR</b></li></ol> <p><b>B. The Local School Improvement Council Members</b></p> <p>While local law enforcement and/or the Emergency Services Director is not likely to be able to participate on every school's CRPT in their county, they should at least participate with the County BOE and/or designate a representative to participate on each school's CRPT.</p>
Principal	
Teacher # 1	
Teacher # 2	
Service Person	
Parent # 1	
Parent # 2	
County Board Member	
School Counselor	
Local Law Enforcement	
Local EMA Director	
<p>An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.</p>	



# Crisis Response Planning Team vs. Crisis Response Team

Some members will be on both teams.

CRISIS RESPONSE PLANNING TEAM						
Title	CRISIS RESPONSE TEAM					
	Title	Name	Office	Home	Cellular	Email Address
Principal	Principal					
Teacher # 1	Assistant Principal					
Teacher # 2	Head Custodian					
Service Person	School Nurse					
Parent # 1	School Resource Officer (SRO)					
Parent # 2	Evacuation Coordinator					
County Board Member	Reunification Coordinator					
School Counselor						
Local Law Enforcement						
Local EMA Director						

An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.

A **Crisis Response Planning Team (CRPT)** will be created at each school and will be responsible for customizing the Crisis Response Plan (CRP).

A **Crisis Response Team (CRT)** will be created at each school to handle any/all incidents occurring at the school.



# School Crisis Response Plan - Review

This Mitigation/Prevention Checklist will reduce exposures to the school and should be referred to often to ensure a safe and secure environment

## EXTERIOR OF SCHOOL

- Be aware of the surrounding neighborhood. If anything looks suspicious, report it to local law enforcement.
- Exterior doors should be properly numbered.
- Ensure all gates are secured.
- Ensure all external utilities are secure and protected.
- Ensure all roof hatches are secured and locked.
- All emergency exit doors, windows and hatches should be properly marked and visible from the outside of the building.
- Keep school grounds well-manicured and reduce blind spots or hiding areas by cutting down shrubs to no higher than 3 ft. and trimming trees up to 7 ft.
- Doors and windows should be in good working order and locked 24/7.
- Doors connecting the school to other facilities (e.g. county library, health center) should be properly secured.
- Exterior doors should not be propped open with blocks or other objects.
- Outdoor lighting should be effective to illuminate areas of use during night hours.
- All sides of the school and athletic facilities should be illuminated to reduce hiding areas.
- Athletic facilities should be secured when not in use.
- All exterior cameras should be in good working order.
- The PA system should be in good working order and have the ability to broadcast to all areas of the school.
- School ventilation intakes should be properly secured from intrusion.
- Playground equipment should be in good working condition and a fall protection mat should be in place.
- Dumpsters/garbage cans should remain away from the school. Garbage should be removed regularly.
- Parking lots should be well-lit, free of debris, and adequate parking space should be available.
- If possible, no parking should be allowed anywhere within 50 ft. of the school, especially in fire lanes.
- Student drop-off/pick-up should be monitored by an appropriate number of staff members before and after school.
- The school should adopt proactive off-premises procedures for field trips, sporting events and other events that occur off school grounds.
- Transportation staff, teachers and chaperones should be trained on emergency procedures and provided with a phone or radio to contact school officials if an emergency occurs.

The CRPT will be responsible for reviewing certain information presented in the Crisis Response Plan to determine if it is applicable to their school. Anything that does not apply to the school should be removed.

## MITIGATION/PREVENTION



# School Crisis Response Plan-Review

## INTERIOR OF SCHOOL

- Hallways should be free from obstruction including furniture, musical instruments, large art displays, and any other item that could impair an effective Evacuation.
- Hallways should be properly numbered and/or identified.
- Missing and damaged ceiling tiles should be replaced.
- Restrooms should be clean and organized. School staff should make periodic checks to reduce the opportunity for property damage and criminal activity.
- **Use of elevators should be restricted to school staff and special needs students and visitors.**
- ID cards should be worn by school staff at all times. This policy should be enforced.
- Visitors and vendors should report to the main office and sign in. Identification should be requested.
- Visitors and vendors should receive a pass that indicates exactly where they are going within the school.
- The Principal or designee should maintain organized key control policies and keep accurate records for the issuance of keys.
- The key cabinet should be locked at all times.
- Teachers should be trained in crisis response procedures.
- All employees should be trained in crisis response procedures.
- The school should have a policy regarding the use of force by school staff.
- Lockdown procedures should be implemented and tested a minimum of one time per year.
- School Crisis Response Plans MUST be updated on a yearly basis. If no changes are needed, a memorandum acknowledging such must be filed with the county Board of Education.
- The school Crisis Response Team should work with local public safety agencies to find ways to reduce risks.
- All public safety agencies shall have access to the school's Crisis Response Plan and accurate floor plans of the school through the web-based database designated by the WVDHSEM.
- Proper evacuation procedures should be implemented and faculty, staff and students should participate in drills each year.
- Primary and secondary evacuation assembly areas should be designated.
- Sheltering areas should be identified and marked. All students and faculty should know where they are located.
- Sheltering areas should be in areas that protect school occupants from glass and flying debris and provide the best possible structural protection.
- Lockdown procedures should be implemented and tested a minimum of one time per year.
- Schools with medical clinics that dispense medications should have a written procedure in place as to how and who is responsible for the control, storage and dispensing of controlled medications.

Some of the elements are requirements of the new legislation, but if followed it will lead to safer schools state-wide.

## MITIGATION/PREVENTION





# School Specific Crisis Response Plans

The Crisis Response Planning Team (lead by the School Principal) will complete.

CRISIS RESPONSE TEAM					
Title	Name	Office	Home	Cellular	Email Address
Principal					
Assistant Principal					
Head Custodian					
School Nurse					
School Resource Officer (SRO)					
Evacuation Coordinator					
Reunification Coordinator					

The school CRPT will make decisions and necessary changes to complete the Crisis Response Plan. This information **must be reviewed and updated at least annually.**

This page is to be updated annually.



# Other Emergency Contacts - School Specific

## Board of Education

Main Office.....(xxx) xxx-xxxx  
Public Information Officer.....(xxx) xxx-xxxx  
Maintenance.....(xxx) xxx-xxxx  
Transportation.....(xxx) xxx-xxxx

## Utilities

Natural Gas.....(xxx) xxx-xxxx  
Electrical.....(xxx) xxx-xxxx  
Water/Sewer.....(xxx) xxx-xxxx  
X-XXXX  
X-XXXX

## Evacuation

Primary  
Secondary

This page will initially be completed by Patriot Services. Some contacts will apply county-wide and others are school specific.

## Law Enforcement

Police Department.....(xxx) xxx-xxxx  
County Sheriff's Office.....(xxx) xxx-xxxx  
West Virginia State Police.....(xxx) xxx-xxxx

Health Department.....(xxx) xxx-xxxx  
Emergency Management Agency.....(xxx) xxx-xxxx  
Health & Human Resources Office.....(xxx) xxx-xxxx  
Animal Control.....(xxx) xxx-xxxx

## First Responders

County  
Fire

The CRPT at each school and county board of education MUST review this information for accuracy and must also review it annually to ensure the information is up to date.

American Red Cross.....(xxx) xxx-xxxx  
National Weather Service.....(xxx) xxx-xxxx  
Poison Control Center.....(xxx) xxx-xxxx  
Alarm / Security Company.....(xxx) xxx-xxxx

## OTHER EMERGENCY CONTACTS



# School Specific Crisis Response Plans

## Staff / Faculty with Medical Training

[illegible]

Medical training of school staff members is to be included in the CRP. Expiration dates for pertinent training should be kept current.

**STAFF / FACULTY WITH MEDICAL TRAINING**



# School Crisis Response Plan - Review

## INTERIOR OF SCHOOL

- All doorways and exits should be free from obstructions that would hamper or delay an effective Evacuation.
- All interior doors should be properly numbered or identified with a label.
- All emergency exit doors, windows and hatches should be clearly marked.
- All exit lights should be in good working order.
- The main office should be near the front entrance and proper signage should indicate the location of the office.
- Classrooms should be clear of obstructions that would hamper an effective Evacuation.
- All classrooms should be clear of obstructions that would hamper an effective Evacuation.
- All rooms should be equipped with proper exit signage.
- Paper hanging in the hallways should be removed.
- Universal Evacuation signage should be posted in all rooms.
- An emergency procedure should be posted in all rooms.
- All chemicals should be properly stored and labeled.
- Food and chemicals should never be stored together in a refrigerator or other area.
- Computer/server rooms should be secured at all times and access should be limited. Appropriate ventilation and climate control systems should be installed in the server rooms.
- The auditorium should have universal Evacuation signage and properly illuminated exit lights.
- The gym should have universal Evacuation signage and properly illuminated exit lights.
- Only authorized personnel should have access to the kitchen.
- All cafeteria staff should be trained yearly on basic emergency procedures and proper food preparation safety procedures.
- All knives, box cutters, and other sharp instruments should be secured when not in use.
- A sign should be installed to indicate the location of the activation button for the fire suppression system and how to activate it.
- Boiler rooms & mechanical rooms should be clean, locked and organized.
- Utility shut offs should be properly labeled for shut-off.
- Material Safety Data Sheets (MSDS) should be stored in the boiler room /head custodian's office, main office and kitchen area.
- The custodian should implement a maintenance logging system for preventive maintenance including heating ventilations and air conditioning (HVAC), fire suppression, fire extinguishers, smoke detectors, security alarm and AED devices.

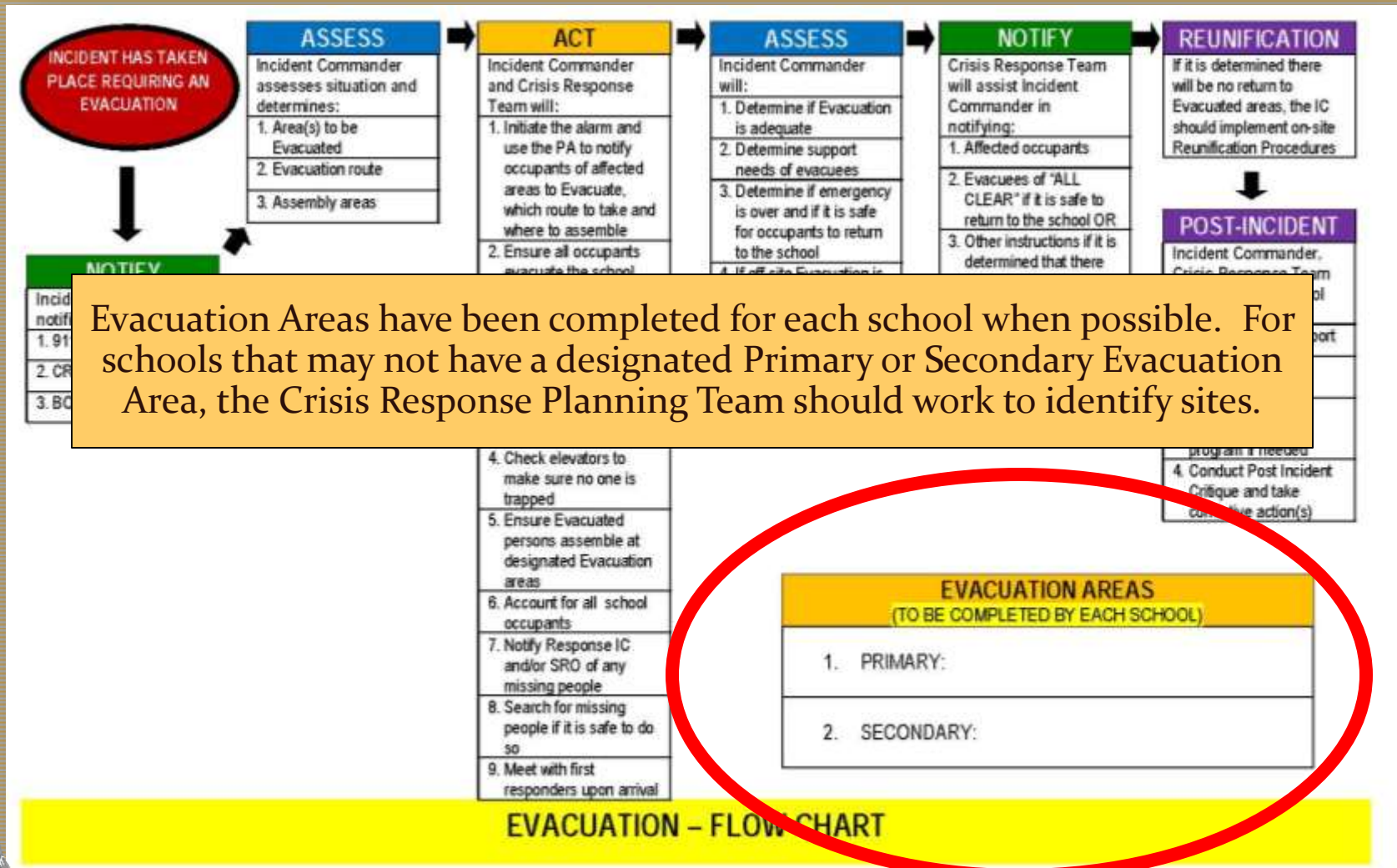
The CRPT must review all pages of the plan annually (at a minimum) making consideration for any construction projects , additions or other physical changes occurring at the school.

## MITIGATION/PREVENTION





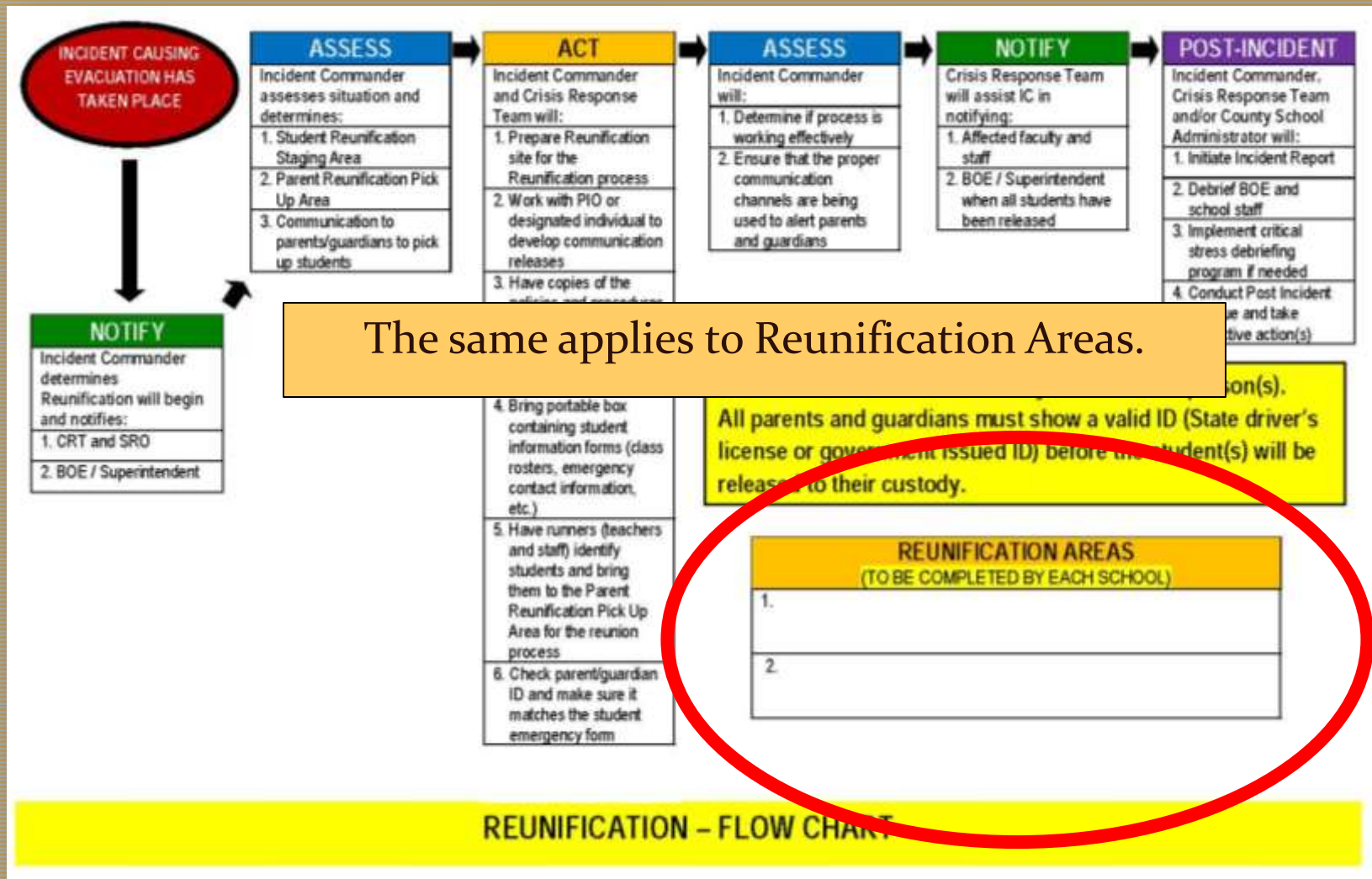
# School Specific Crisis Response Plans



Evacuation Areas have been completed for each school when possible. For schools that may not have a designated Primary or Secondary Evacuation Area, the Crisis Response Planning Team should work to identify sites.

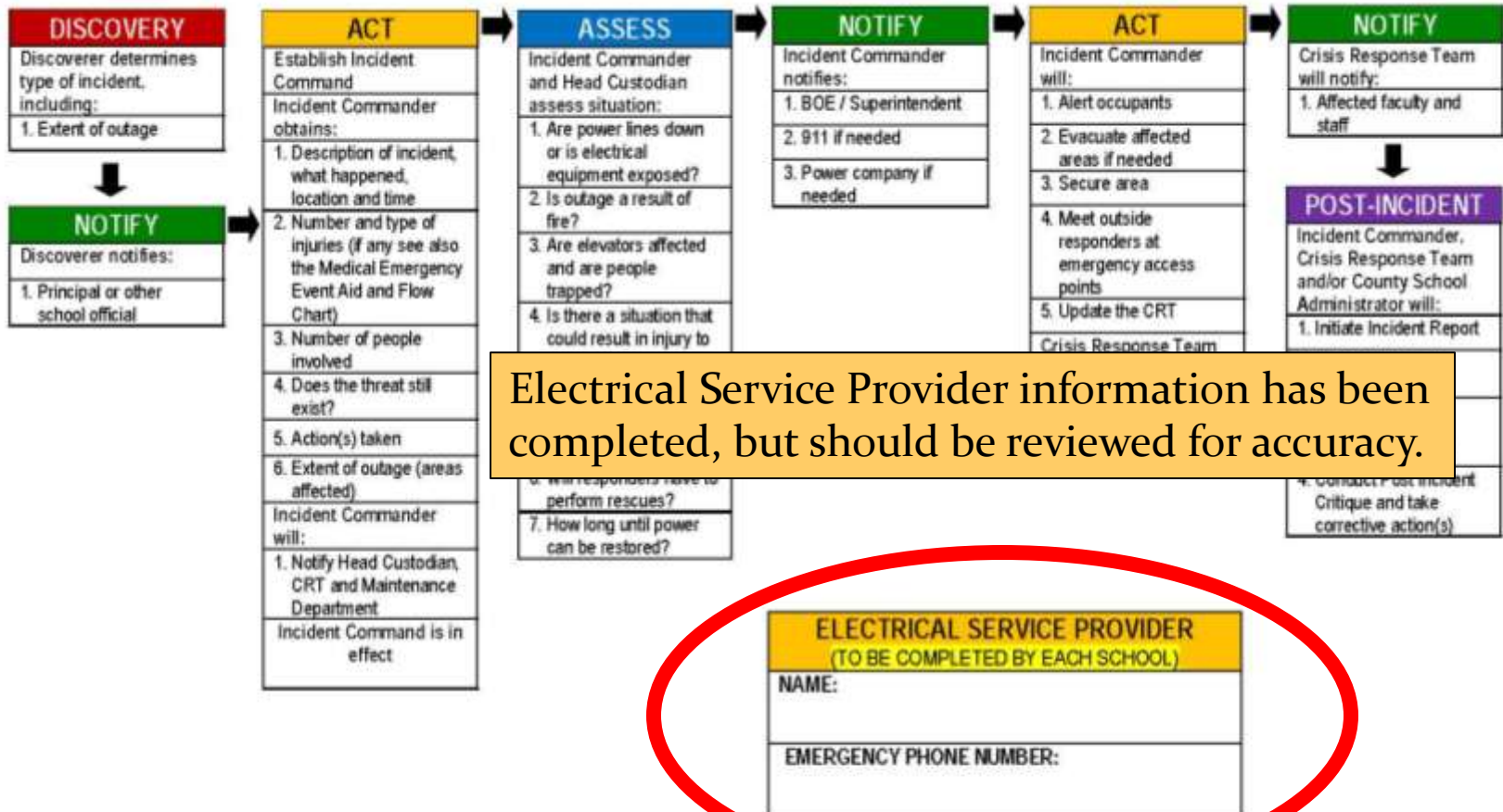


# School Specific Crisis Response Plans





# School Specific Crisis Response Plans

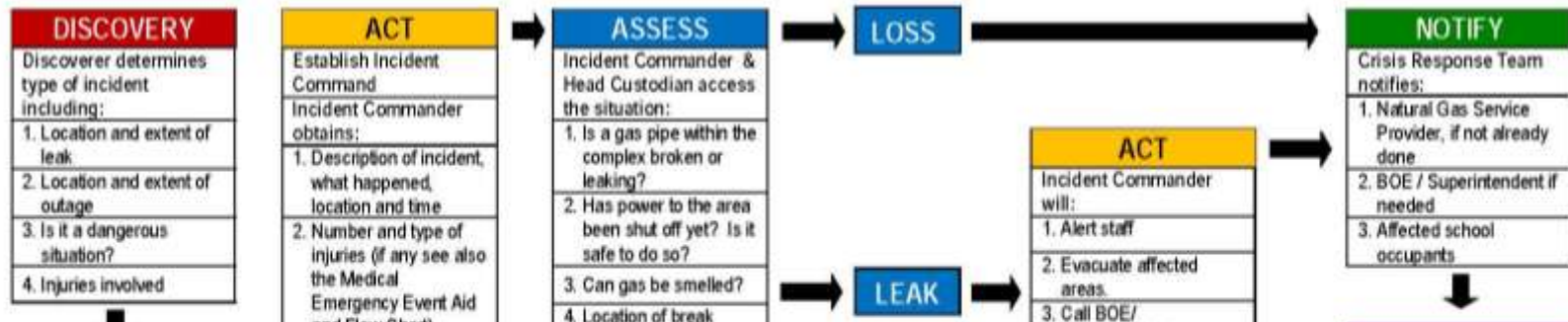


POWER OUTAGE – FLOW CHART





# School Specific Crisis Response Plans



Not all schools will have Natural Gas providers.

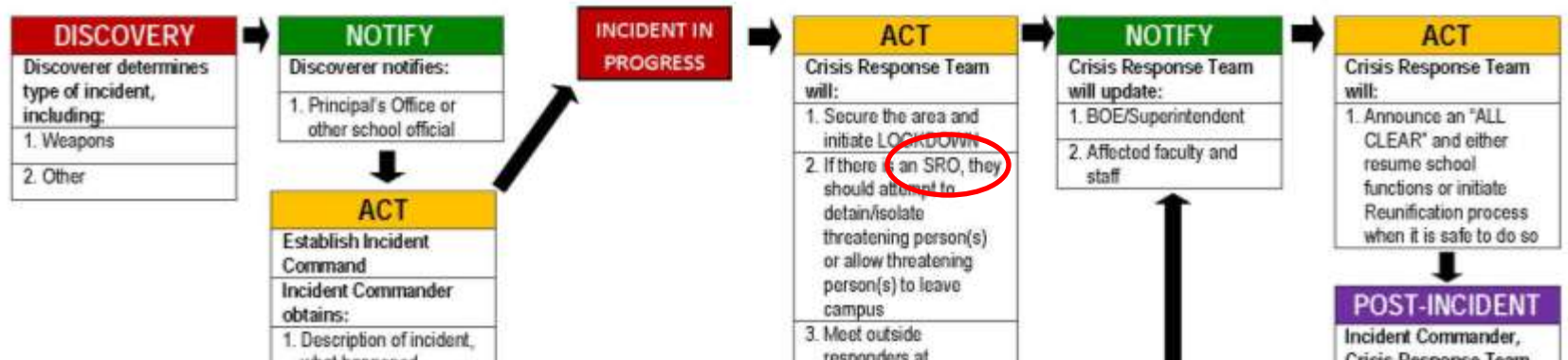
2. Pulls a manual alarm 3. Notifies Principal 4. Uses fire extinguisher if appropriate	6. Extent of outage (areas affected) IC will: 1. Dispatch Head Custodian to the scene 2. Call 911 if not already done 3. Notify the CRT and BOE / Superintendent Incident Commanders in effect	<p><b>NATURAL GAS SERVICE PROVIDER</b> (TO BE COMPLETED BY EACH SCHOOL)</p> <p>NAME:</p> <p>EMERGENCY PHONE NUMBER:</p>	Head Custodian will: 1. Shutdown power to affected areas if safe to do so 2. Call BOE / Superintendent	1. Initiate Incident Report 2. Debrief BOE and school staff 3. Implement critical stress debriefing program if needed 4. Conduct Post Incident Critique and take corrective action(s)
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NATURAL GAS LEAK/LOSS OF SERVICE – FLOW CHART

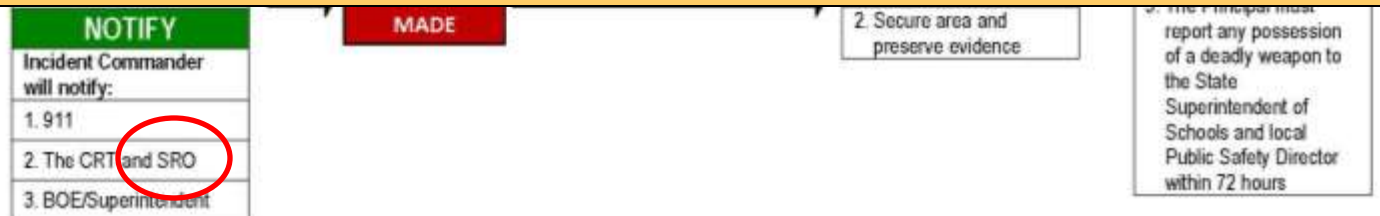




# School Specific Crisis Response Plans



Crisis Response Planning Teams will also review the Crisis Response Plan action flow-charts to reflect whether their school does or does not have a School Resource Officer (SRO, aka Prevention Resource Officer). Some activities that the SRO would support can be assumed by other Crisis Response Team members, but **NO Crisis Response Team member should EVER act as if they are a member of Law Enforcement.**



WEAPONS/ARMED PERSON - FLOW CHART



# TRAINING





# Training

The type of training needed will depend on your role.

## ***Education Professionals:***

- PCII Training (available online): Superintendents and Principals (aka Asset Owners), County/BOE Asset Managers and School Asset Managers (Primary and Alternates – to be discussed), Members of School Crisis Response Teams, Members of School Crisis Response Planning Teams
- ACAMS (4) day Comprehensive Training: County/BOE Asset Managers (Primary and Alternates)
- ACAMS (1) day Asset Manager/Data Entry Training (available online): School Asset Managers
- Familiarization Training: All persons listed above and Teachers and Staff

## ***Emergency Management and Response Professionals:***

- PCII Training (available online): ALL Emergency Management and First Responder personnel should obtain PCII.
- ACAMS (4) day Comprehensive Training: Based upon approval of Supervisor and prioritization guidelines that will be released.



# Training- Crisis Response Plan Familiarization

DHSEM will develop a class that includes information on the *Emergency Response and Basic Crisis Response Plan Familiarization for School Personnel* (approx. 3 hours) that will provide basic knowledge and familiarity with:

- PCII (how to handle, do's and don'ts)
- Basic Incident Command System (ICS)
- Basic National Incident Management System (NIMS)
- Crisis Response Planning and use of the Crisis Response Plan template
- *For School Professionals, efforts are being made to make these eligible for Professional In Service credit hours.*

## ***Intended participants will include:***

- *School/County Asset Owners and Asset Managers*
- *County / BOE personnel responsible for school safety and security or crisis response that may not be a designated as an Asset Manager*
- *School Crisis Response Team (CRT) Members including SRO/PROs AND/OR*
- *School Crisis Response Planning Team (CRPT) Members*  
*(excluding parents and students)*





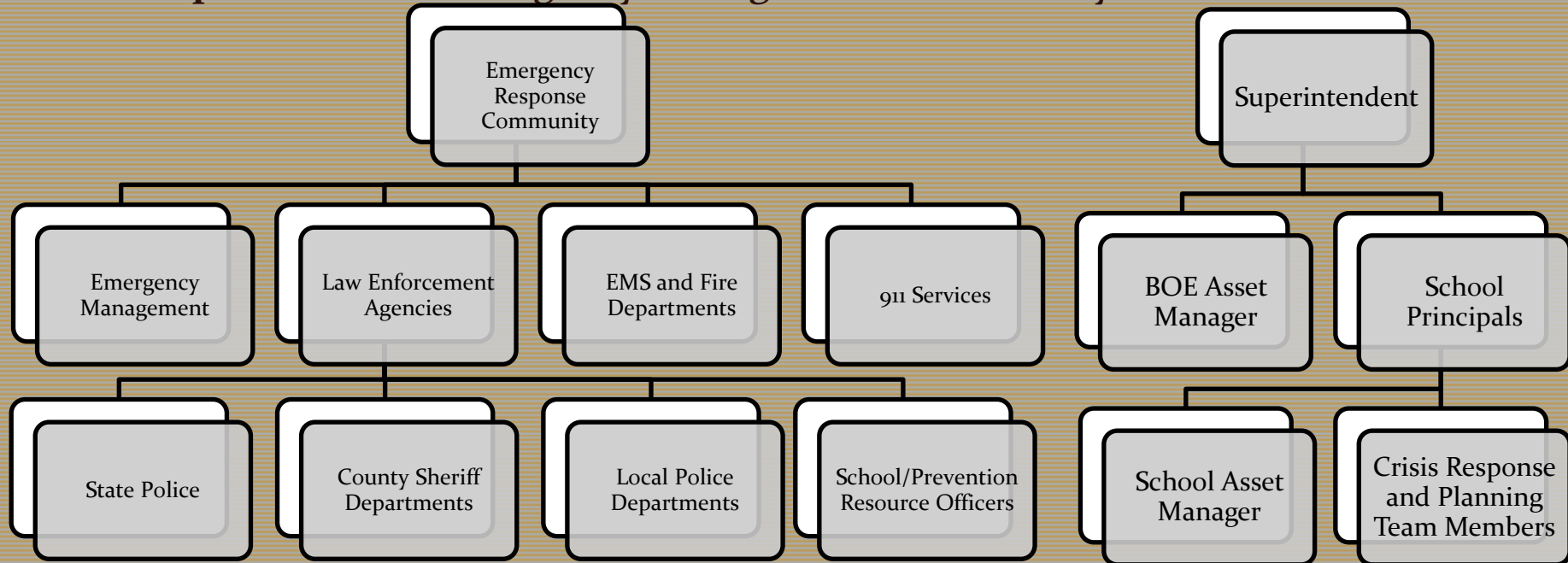
# Training- Protected Critical Infrastructure Information (PCII)

Asset Owners: County Superintendents and School Principals

Asset Managers: Select members of School and County/BOE Staff

Crisis Response Planning Team and Crisis Response Team Members

First Responder s and Emergency Management Community:



**ALL PERSONS** WITH ACCESS TO PCII WILL BE EXPECTED TO OBTAIN PCII ONLINE TRAINING AND WILL BE HELD ACCOUNTABLE TO HANDLE PCII APPROPRIATELY. **LAWS REGARDING MISUSE OF PCII WILL BE ENFORCED.**



# School Asset Manager ACAMS Data Entry Training

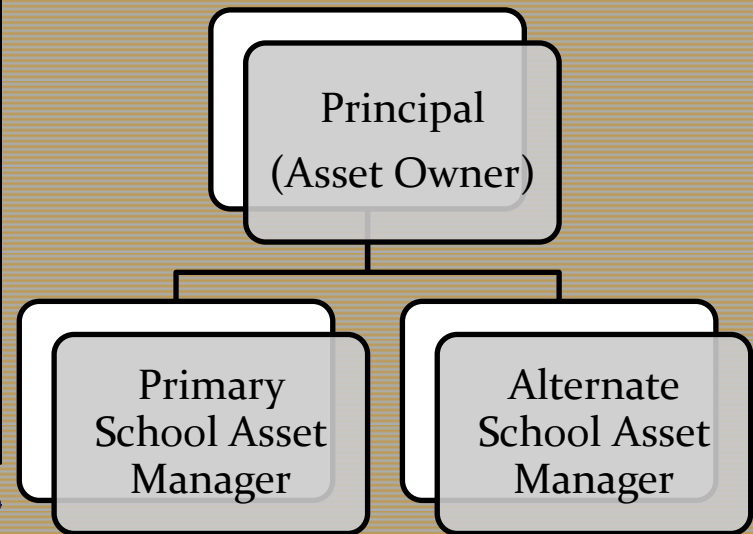
## School Asset Managers

Superintendents will be contacted by Dallas Staples and asked to submit the name of a Primary and Alternate School Asset Manager on the behalf of each of their school Principals who will be taking the online class.

- More than one (1) alternate is recommended for larger high schools
- Training for School Asset Managers is a one (1) day online ACAMS course.

### TRAINING

- PCII Certification; available online, <https://pciims.dhs.gov>
- ACAMS Asset Manager training; on-line (1) one day class. Contact Dallas Staples of WVDHSEM for information: [dallas.s.staples@wv.gov](mailto:dallas.s.staples@wv.gov)





# County/BOE Asset Managers Comprehensive ACAMS Training

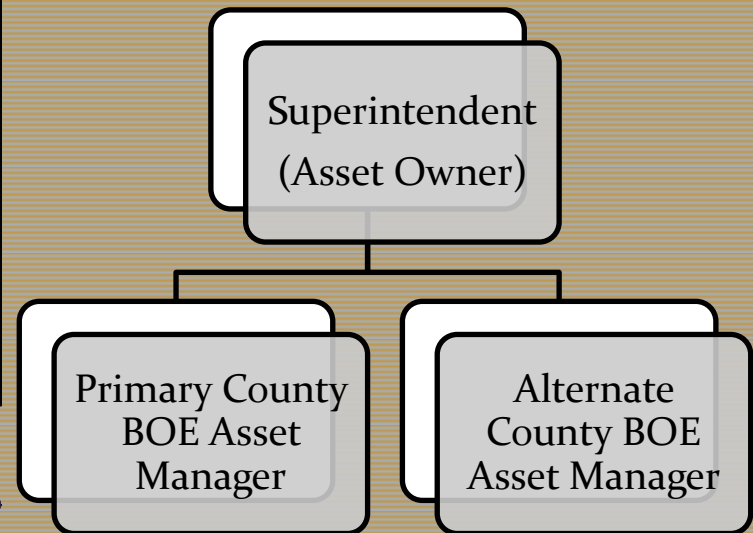
## County BOE Asset Managers

Superintendents will also be contacted by email and asked to provide the names of their Primary and Alternate County/BOE Asset Managers no later than August 1, 2012. There will be a minimum of two (2) Asset Managers per County / BOE.

- County / BOE Point of Contact must be listed in ACAMS
- There must be at least one (1) alternate
- More than one (1) alternate is recommended for larger counties

### TRAINING

- PCII Certification; available online, <https://pciims.dhs.gov>
- Comprehensive ACAMS training; in-person 4 day class. Contact Dallas Staples for more information: [dallas.s.staples@wv.gov](mailto:dallas.s.staples@wv.gov)





# Comprehensive ACAMS Training

Since there are a large number of persons that will need to obtain ACAMS training (at least 110 County/BOE Asset Managers alone) **PLEASE BE PATIENT.**



Dallas Staples will be contacting Superintendents by email to request the names of their Primary and Alternate Asset Managers be provided to him no later than August 1, 2012. Training priority will be given to those County BOE Asset Managers in counties that:



- Have completed the assessment process;
- Whose schools' data is entered into ACAMS; and
- Whose Asset Managers have completed PCII training.
- Every County/BOE will have at least one Asset Manager trained in ACAMS prior to August 1, 2013.



Additional information will be provided as it becomes available for the process and prioritization guidelines that will be followed for receiving ACAMS training in the Emergency Response Community.



# LEGISLATIVE RESPONSIBILITIES







# 100% COMPLIANCE

*While Educating Students is the Primary Mission of every school and every teacher, safe schools provide students a better learning environment and **assures every parent** when in our care **we will protect their children.***

*This is why **compliance with SB592/HB 4125 (revised) is NOT optional.***

*The WV Department of Education is providing an excellent Crisis Response Plan (CRP) template for every West Virginia school. **Our goal is to implement this CRP in ALL West Virginia Schools.***

***ALL School Administrators** in the State of West Virginia **will be asked to cooperate** as we implement this legislation.*

*A state-wide plan can only be successful if **EVERY** school complies.*





# 100% COLLABORATION

- ☐ *West Virginia Legislature*
- ☐ *The Governor's Office*
- ☐ *WV Department of Education*
- ☐ *School Building Authority of WV*
- ☐ *WV Department of Military Affairs*
  - *WV Division of Homeland Security and Emergency Management*
  - *WV State Police*
- ☐ *Local Public Safety Agencies*
  - *County Offices of Emergency Management and 911 Directors*
  - *Law Enforcement*
    - ✓ *County Sheriff Departments*
    - ✓ *Police Departments*
  - *Fire Departments/EMS*
- ☐ *County Superintendents & Boards of Education & Principals*





# 100% COOPERATION

- *Some schools may have reasons why they are reluctant to cooperate:*
  - ✓ *We like the plan we have*
  - ✓ *We spent time and money to create our current plan*
  - ✓ *Our staff knows our current plan*
  
- *But there are more reasons **why you should cooperate**:*
  - ✓ *Best practices mean better emergency response and better outcomes.*
  - ✓ *Your schools could be exposed to legal liability should an incident occur and your school is found not to be in compliance.*
  - ✓ *WVDE has made every effort to make compliance as easy as possible now and in the future.*
  - ✓ ***It is the right thing to do!***





# County Superintendent & BOE Responsibilities

*Keep the **current crisis response plan** of each school in the county on file and, unless otherwise provided for, provide a copy of each school's crisis response plan to each local emergency response agency that has a role in the plan.*

As long as the current Crisis Response Plan for each school is uploaded into the ACAMS database by August 1, 2013, there is no legislative need to provide a copy of the plan to all local emergency response agencies, although doing so is recommended since it will take some time before all Public safety agency personnel will have access to ACAMS.







# County Superintendent & BOE Responsibilities

*The county board should support schools in the development and updating of school crisis response plans by providing the following guidance and support:*

- ***Standardized procedures***, developed in collaboration with local emergency agencies and service providers, that can be used in each school crisis plan as appropriate when one agency or service provider serves all schools within the county;
- ***Standardized lists of existing county board policies*** that support the requirements of the school crisis response plan;
- ***Standardized local procedures for document safeguards*** and technical support to school regarding the appropriate filing of the school crisis response plan;
- ***Standardized procedures for the annual review/update*** of each school crisis response plan;
- ***Resources for training school personnel*** on school specific crisis response plans.







# Principal and Crisis Response Team Responsibilities

*Each school's specific crisis response plan shall be in place and filed with:*

- *The school's county board AND*
- *In a secure electronic system identified by the Division of Homeland Security and Emergency Management no later than August 1, 2013, or soon after completion by the school, whichever occurs first;*

The County/BOE Asset Manager or School Asset Manager will need to upload the current Crisis Response Plan into the ACAMS database annually OR must upload a Memorandum indicating that no changes were needed. County/BOE will need to provide guidance regarding which party is responsible for this action. Additional information will be developed by the WVDE regarding this and other compliance elements.







# Principal and Crisis Response Team Responsibilities

*Each school within the state shall form a **crisis response planning team** consisting of the principal, two teachers, one service person and two parents of children attending the school. The crisis response planning team may include one member of the county board, a school counselor, a member from local law enforcement authorities, the local emergency services director and one student in grade ten or higher if the school has those grades;*

CRISIS RESPONSE PLANNING TEAM					
Title	Name	Office	Home	Cellular	Email Address
Principal					
Teacher # 1					
Teacher # 2					
Service Person					
Parent # 1					
Parent # 2					
The following are recommended members					
County Board Member					
School Counselor					
Local Law Enforcement					
Local EMA Director					

An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.



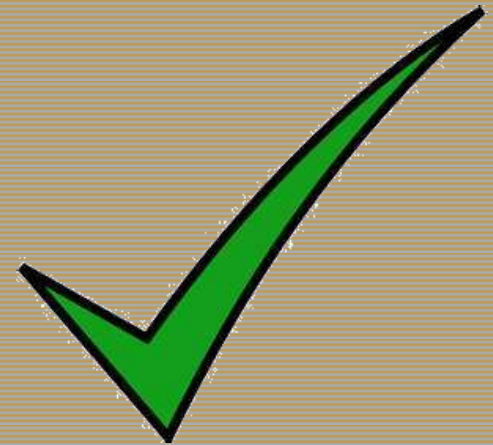




# Crisis Response Planning Team Responsibilities

*Each school within the state, through the **school's crisis response planning team**, shall develop a school specific crisis response plan using the state/county template and with the consultation from local social services agencies, local first response agencies, emergency medical services (EMS), emergency management and any other local entities that the school's crisis response planning team determines should be consulted;*

*Each **school's crisis response planning team** shall annually review its crisis response plan and shall update the plan according to procedures developed by the state **no later than August 1st of each year after 2013;***







# Crisis Response Planning Team Responsibilities

Each **school crisis plan** shall include at least the following:

- The **school employee in charge** during a crisis and a designated substitute;
- A **communication plan** to be used during a crisis;
- **Protocols for responding** to immediate physical harm of students, faculty or staff and to traumatic events, including the period after the events have concluded;
- **Disaster and emergency procedures** to respond to earthquakes, fire, flood, other natural disasters, explosions or other events or conditions in which death or serious injury is likely;
- Crisis **procedures for safe entrance to and** exit from the school by students, parents, and employees, including an evacuation and **lockdown plan**; and
- **Policies for enforcing school discipline** and maintaining a safe and orderly environment during the crisis.





# QUESTIONS?





# THANK YOU FOR HELPING MAKE OUR SCHOOLS SAFER!

If you have any additional questions regarding:

**The SBA Project, please contact:**

- Mary Blashford, [mary.m.blashford@wv.gov](mailto:mary.m.blashford@wv.gov), 304.558-2541 OR
- Thomas Quisenberry, [tquisenberry@patriot-services.com](mailto:tquisenberry@patriot-services.com) , 248. 884.1952 OR
- Sheila Diaz, [sdiaz@patriot-services.com](mailto:sdiaz@patriot-services.com) , 517. 420.8721

**SB592/HB 4125 (revised), please contact:**

- Mike Pickens, WVDE, [mepicken@access.k12.wv.us](mailto:mepicken@access.k12.wv.us), 304-558-2711
- [http://www.legis.state.wv.us/Bill\\_Status/bills\\_history.cfm?year=2011&sessiontype=RS](http://www.legis.state.wv.us/Bill_Status/bills_history.cfm?year=2011&sessiontype=RS)

**Obtaining Protected Critical Infrastructure Information (PCII) please contact:**

- Dallas Staples, [dallas.s.staples@wv.gov](mailto:dallas.s.staples@wv.gov), Office: 304-561-6358 , Cell : 681-945-5273
- <https://pciims.dhs.gov>

**ACAMS Training for Education Professionals**

- Dallas Staples will be contacting Superintendents by email.