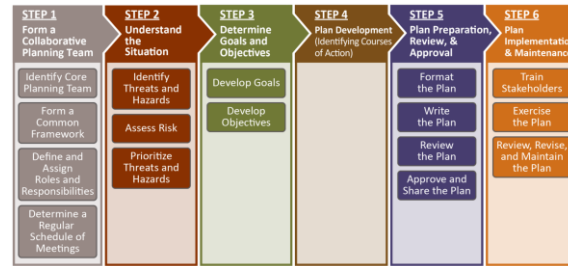




Basic Planning Process & Outline



Think MTSS: “Multi-Tiers of School Safety”

Introduction

- A. Purpose
- B. Scope of the Plan

1. Formation of the planning Team

Identify the players

- Assign the roles and responsibilities
- Set a time frame for completion
- Set a time line for future meetings’

2. Identify and understand the situations you are planning for.

Identify the hazards

- Human caused
- Natural hazards
- Technological hazards
- Biological hazards

Complete a risk assessment

- Site assessment (buildings and grounds)
- Identify school resources
- Identify staff special strengths and capabilities
- Identify student needs
- Identify threats to the school
- Contact your local Emergency Management Office for their HIVA (Hazard Identification and Vulnerability Assessment) for your area.

3. Establish goals and objectives

Goals identify the desired outcome of the plan.

Objectives are measurable actions necessary to meet your goals.

4. Develop a course of action.

- Who is the responsible person for the plan?
- When does the action or event take place?
- How long does the action or event take and how much time is available?
- What must happen or be in place before the action or event?
- What happens after the action or event?
- What resources are required to complete the action or event?
- Consider specific populations.

ALL SCHOOL PLANS MUST COMPLY WITH ADA.
ALL SCHOOL PLANS MUST COMPLY WITH APPLICABLE LAWS

5. Plan preparation, review and approval.

Write the plan.

Use checklist when possible

Incorporate a simple language style

Review the plan

Is the plan useful for your school and staff.

6. Plan Implementation and maintenance

Train all staff on the plan and their specific roles.

Train substitute staff as required

Revisit the plan yearly or as needed

Train students on the plan

Inform parents of the plan and its contents

7. Finally: Exercise the plan

Drills as prescribed by RCW.28A.320.125

Consider:

Tabletop exercises

Functional exercises

Full-scale exercise

**All Plans should be coordinated and reviewed with
law enforcement, fire, EMS, and local Emergency Management.**

The Basic Plan Outline



Think MTSS: “Multi-Tiers of School Safety”

A fully developed school safety / emergency operations plan will be easily accessible and include, *at a minimum*:

1. Introductory Material

- a. Cover page
- b. Signature page (Reviewed/update annually)
- c. Table of contents
- d. Record of updates & changes
- e. Record of distribution
- f. List of all resources used in the plan

2. Purpose

- a. Goals
- b. Objectives

3. Organization and Assignment of Roles and Responsibilities

- a. Identify any Memorandums of Agreement in place for use before, during or after an emergency or disaster.

4. Direction and Control

- a. ICS certification for principal
- b. ICS framework
- c. Establish ICS job descriptions/functions (attached to document)

5. Information Collection, Analysis, and Dissemination Process

- a. Information required before, during and after the emergency or disaster.
 - i. Communications with 1st responders and law enforcement
 - ii. Include communication processes with limited English students and families
 - iii. Media communications; include social media
 - iv. Include communications templates& web sites

6. Drills and Exercises

- a. Legal requirement under RCW28A.320.125
- b. Frequency of drills
- c. Specific Drills:
 1. Fire (3)
 2. Shelter-in-Place (1)
 3. Lockdown (3)
 4. Drill using the mapping tool (1)
 5. Another drill as deemed necessary for the local hazards identified (1)
 - a. EX: Earthquake

7. Functional Annexes (Appendices)

Functional annexes focus on critical operational functions and courses of action developed to carry them out.

- a. Evacuation annex
 - i. Include provisions for students with disabilities
- b. Lockdown annex
- c. Shelter-in-Place annex
- d. Communication and Warning annex
 - i. Communications with 1st responders and law enforcement
 - ii. Include communication processes with limited English students and families
 - iii. Media communications; include social media
- e. Reunification annex
- f. Recovery annex
- g. **DISTRICTS:** consider Continuity of Operations Plans (COOPs)

8. Threat/Hazard/School Climate and Emergencies Annexes (Appendices)

Focusing on site-specific needs, these support positive school climate which promotes student learning and well-being.

- a. Consider inclusion of Pre-Disaster Mitigation Plans (PDMs)
- b. Hazard specific annexes:
 1. Human caused hazards
 2. Natural hazards
 3. Technological hazards
 4. Biological hazards
- c. Examples Include:
 1. Threat Assessment Team & protocols
 2. Mental Health/Suicide annex
 3. Active Shooter
 4. Psychological First Aid for Schools
 5. HIB
 6. LGBTQ
 7. Other – as identified by the school team(s)

9. Legal Compendium

- a. RCW and other applicable laws directing and cited in the school plan.

10. Staff and Student Training Plan

- a. For any and all safety procedures.

11. Forms & Checklists

- a. To carry out the plan.

12. List / References

- a. Safety and security software
- b. Technology used in the plan
- c. Other references and citation, as appropriate

All plans should be coordinated and reviewed by local law enforcement, fire, EMS, and local emergency management.