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School Emergency Management



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Office of Public Instruction
Health Enhancement Division
Coordinated School Health Unit



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Montana School Emergency Management Program Grant Summary

In October 2014, the U.S. Department of Education awarded Montana's Office of Public Instruction (OPI) the School Emergency Management Program (MTSEMP) Grant. The grant runs from October 1, 2014, through March 2016, although the OPI will be requesting a no-cost extension to run through September 2016. The purpose of this grant is to create comprehensive emergency management trainings and technical assistance for public and private schools across Montana, as well as to increase the capacity within the OPI to provide training and emergency management information in the future.

Senate Bill 348, passed during the 2013 Montana Legislature, required all school boards to adopt a school safety plan and notify OPI that a plan is in place. Importantly, the bill also requires trustees to review the school safety plan periodically and update the plan based on changing circumstances pertaining to school safety. School districts also gained the authority to transfer funds needed for specific safety purposes to their building reserve fund with that authority set to expire on June 30, 2015.

SB 213, passed by the 2015 Montana Legislature, recognized that many agencies refer to a "safety plan" as an emergency operations plan (EOP) so the synonymous language was added to the statute. The bill also extended the authority for school districts to transfer funds to their building reserve fund for another four years – to June 30, 2019.

The MTSEMP grant can assist school districts with their plans and ongoing safety work and allows the OPI to bring together entities

that have historically assisted schools with these plans including, but not limited to, the Department of Military Affairs-Disaster and Emergency Services, Homeland Security, the Montana Safe Schools Center, and private contractors. Working together with these entities and others (see Advisory Committee table), the MTSEMP staff have been able to coordinate efforts, information, and comprehensive trainings for schools across the state.

The initial voluntary, free trainings were held in January and February of 2015 in 10 cities across Montana, including Kalispell, Havre, Great Falls, Glendive, Glasgow, Billings, Bozeman, Butte, Missoula, and Helena. Hands-on workshops were provided in Missoula and Billings in August 2015, and 15 county superintendents attended a training in Missoula in September 2015. As of now, we have brought training and hands-on workshops on developing high-quality EOPs to over 300 participants from over 80 school districts. (For a list of the aforementioned trainings, please see the table “2015-2016 Trainings.”)

Multiple local, regional, and national resources and contact information for developing high-quality EOPs have been provided to participating school personnel across the state. In addition, the OPI’s hired contractor/instructor, Brett Lloyd from Spartan Consulting, is available at no cost to schools to provide reviews and technical assistance on school safety plans (EOPs).

If you have any questions, please call Tracy Moseman, OPI’s Coordinated School Health Unit Director, 406-444-3000, or Amanda Domino, MTSEMP Project Coordinator, 406-444-1964.

Questions to ask when developing School Emergency Operations Plans (EOPs)

As schools begin to work on their EOPs, a number of questions can be asked to help ensure that important information and processes are not overlooked while developing the plan. The following questions were developed after providing School EOP trainings across the state of Montana. They will assist school emergency operations teams in developing high-quality, comprehensive EOPs that will help protect staff, students, parents, and community members in the event of an emergency.

1. Have you formed a collaborative planning team?

- a. **Note:** It is important to have more than one person on the team. Most teams consist of at least three to five people that may include personnel from the school district (i.e., board of trustees' members, maintenance staff, teachers, office staff, counselors, and nurses), law enforcement, fire department employees, local mental health professionals, your County Disaster and Emergency Services Coordinator, and other invested community partners.

2. Has your school district conducted a hazard and vulnerability assessment?

- a. **Note:** Randy Middlebrook, Protective Security Advisor for The United States Department of Homeland Security, can provide a hazard and vulnerability assessment for your school. The services are free. Contact Randy at randy.middlebrook@dhs.gov or 406-839-1165 to set up an appointment.

3. Have you studied and researched other school plans and guidance documents, such as the “REMS Guide for Developing High Quality School Emergency Operations Plans 2013?”

See guide on our website,

http://opi.mt.gov/Programs/HealthTopics/index.html?gpm=1_6 , under the Disaster & Emergency Planning tab.

- a. **Note:** There is a vast amount of guidance available. For additional links to resources, please visit our OPI Emergency Planning and Safety website, http://opi.mt.gov/Programs/HealthTopics/index.html?gpm=1_6, or contact Amanda Domino at 406-444-1964.

4. Have you developed your own plan personalized to your campus, community, and hazard environment, or did you copy another school’s plan?

- a. **Note:** The planning process is more important than the resulting document. A quality plan is the result of a comprehensive process that increases the school’s ability to prepare for, response to, and recover from a crisis.

5. Is your plan adequate, feasible, acceptable, complete, and in compliance with accepted guidance, best practices, and existing legislation?

6. Is your plan well organized? Can information be easily found when needed?

7. Is your plan supported by a comprehensive training and exercise program to assess feasibility and capability to response to crises?

Guide for Developing High-Quality School Emergency Operations Plans Checklist

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students in public and nonpublic schools. Families and communities expect schools to keep their children and youths safe from threats (human-caused emergencies such as crime and violence) and hazards (natural disasters, disease outbreaks, and accidents). In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a school emergency operations plan (EOP).

This checklist summarizes key elements that will help schools develop a systematic approach to developing an EOP. The full process of creating an EOP is discussed in detail in the Guide for Developing High-Quality School Emergency Operations Plans (School Guide), published in 2013 by the U.S Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students. The School Guide is available at: <http://rem.s.ed.gov/GuideK12.aspx>.

In order to identify current gaps in your school EOP planning process, as well as the EOP itself, please fill out the checklist below. Place a checkmark in the appropriate table row for key planning processes or plan elements that you and/or your planning team have undertaken or included in your EOP. Do not mark planning processes or plan elements as completed unless you have addressed all components for a particular process or element.

For example, the table row for **Step 1: Form a Collaborative Planning Team** cannot be filled until you are able to place a checkmark within all of the following table rows:

1. Identify Core Planning Team
2. Form a Common Framework
3. Define and Assign Roles and Responsibilities
4. Determine a Regular Schedule of Meetings

Guide for Developing High-Quality School Emergency Operations Plans—Checklist

Activity – The Planning Process	Activity Completed
Step 1: Form a Collaborative Planning Team	
1. Identify Core Planning Team	
2. Form a Common Framework	
3. Define and Assign Roles and Responsibilities	
4. Determine a Regular Schedule of Meetings	
Step 2: Understand the Situation	
1. Identify Threats and Hazards	
2. Assess Risk	
a. Site Assessment	
b. Culture and Climate Assessment	
c. School Threat Assessment	
d. Capacity Assessment	
3. Prioritize Threats and Hazards	
Step 3: Determine Goals and Objectives	
1. Develop Goals	
2. Develop Objectives	
Step 4: Plan Development (Identifying Courses of Action)	
1. Identify Courses of Action	
a. Depict the scenario	



If you have questions or need additional assistance, please contact the REMS TA Center at 1 (855) 781-7367 or via e-mail at info@remstacenter.org.



b. Determine the amount of time available to respond	
c. Identify decision points	
d. Develop courses of action	
2. Select Courses of Action	
3. Does your plan comply with the Americans with Disabilities Act (ADA)?	
Step 5: Plan Preparation, Review, and Approval	
1. Format the Plan	
2. Write the Plan	
3. Review the Plan	
4. Approve and Share the Plan	
Step 6: Plan Implementation and Maintenance	
1. Train Stakeholders	
a. Hold a meeting	
b. Visit evacuation sites	
c. Give involved parties appropriate and relevant literature on the plan, policies, and procedures	
d. Post key information throughout the building	
e. Familiarize students and staff with the plan and community partners	
f. Train staff on the necessary skills to fulfill their roles	
Activity – Plan Content (The Basic Plan)	Activity Completed
1. Introductory Material	
a. Cover Page	
b. Promulgation Documentary Signature Page	
c. Approval and Implementation Page	
d. Record of Changes	
e. Record of Distribution	
f. Table of Contents	
2. Purpose and Situation Overview	
3. Concept of Operations	
4. Organization and Assignment of Responsibilities	
5. Direction, Control, and Coordination	



If you have questions or need additional assistance, please contact the REMS TA Center at 1 (855) 781-7367 or via e-mail at info@remstacenter.org.



6. Information Collection, Analysis, and Dissemination	
7. Training and Exercises	
8. Administration, Finance, and Logistics	
9. Plan Development and Maintenance	
10. Authorities and References	
Activity – Functional Annexes Content	Activity Completed
1. Evacuation Annex	
2. Lockdown Annex	
3. Shelter-in-Place Annex	
4. Accounting for All Persons Annex	
5. Communications and Warning Annex	
6. Family Reunification Annex	
7. Continuity of Operations (COOP) Annex	
8. Recovery Annex	
a. Academic Recovery	
b. Physical Recovery	
c. Fiscal Recovery	
d. Psychological and Emotional Recovery	
Activity – Threat and Hazard-Specific Annexes	Activity Completed
1. Natural Hazards	
2. Technological Hazards	
3. Biological Hazards	
4. Adversarial, Incidental, and Human-caused Threats	
Activity – A Closer Look	Activity Completed
1. Information Sharing	
a. Family Educational Rights and Privacy Act (FERPA)	
b. Health Insurance Portability and Accountability Act of 1996 (HIPAA)	
2. Psychological First Aid for Schools (PFA-S)	
3. School Climate and Emergencies	
a. Conduct a Comprehensive Needs Assessment	
b. Use Multi-Tiered Interventions and Supports	
c. Promote Social and Emotional Competencies	

4. Active Shooter Situations	
a. Preparing for an Active Shooter Situation	
i. Planning	
ii. Sharing Information With First Responders	
b. Exercises	
c. Preventing an Active Shooter Situation	
d. Threat Assessment Teams	
e. Responding to an Active Shooter Situation	
i. Respond Immediately	
ii. Run	
iii. Hide	
iv. Fight	
f. Interacting With First Responders	
g. After an Active Shooter Incident	

An Overview of the School Guide

On June 18, 2013, the White House released the Federal Guide for Developing High-Quality School Emergency Operations Plans (School Guide). The School Guide aligns with and builds upon years of emergency planning work by the Federal government and is the first joint product of DHS, DOJ, ED and HHS on this critical topic. It describes a practical six step planning process for developing a high- quality school emergency operations plan (EOP). The resulting plan builds capacity in preparedness and its five mission areas: prevention, mitigation, protection, response, and recovery.



FEMA Emergency Management Institute (EMI)

2015 – 2016 Courses for Schools

NOTE: If school teams are interested in applying to attend one of the EMI courses, please contact Tracy Moseman or Amanda Domino at the Office of Public Instruction for application information.

E0361 Multi-Hazard Emergency Planning for Schools

This course provides school district teams with the knowledge, skills, and tools needed to review, enhance, and sustain an all-hazards/threats emergency operations plan (EOP). In every unit, emphasis is placed on working with the whole community—including parents/guardians and outside agencies such as law enforcement, fire, and emergency management—on planning for and mitigating all threats and hazards, including active shooter/mass casualty incidents. Through this course, participants will learn how to leverage existing relationships and build new working relationships with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies.

Course Objectives:

- Leverage working relationships with community organizations for planning.
- Conduct assessments to identify threats, hazards, and vulnerabilities.
- Develop or refine your district/school EOP.
- Develop response and recovery protocols.
- Conduct effective training and exercises.
- Develop an action plan for sustaining your district/school EOP.

Program Area(s): Citizen Preparedness; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Response and Recovery; Tribal

Delivery Location: National Emergency Training Center (NETC)

Selection Criteria: School district/county/state teams. Teams consist of the following: First Responders: Police/SRO; Fire; Emergency Management; Emergency Medical Services/Public Health. School Administrators: Superintendent/Assistant Superintendent/Risk Manager; School Board member; Principal/Assistant Principal; Public Information Officer; Security Official/School Safety Coordinator/School Safety Team member; IT; Facility Manager/Building Engineer; Transportation Coordinator; Food Service Coordinator; and School Nurse/School Counselor/Psychologist.

Required Prerequisite: Teams must bring their school district/school Emergency Operations Plan to training.

Recommended Prerequisites: Completion of IS-0100.SCa (or ICS-0100.SC or ICS-0100), Introduction to the Incident Command System (ICS-100) for Schools; and IS-0700.a, *National Incident Management System, An Introduction*
Course Length: 4 days
CEUs: 2.6

E0364 Multi-Hazard Emergency Planning for Schools

This course provides individuals and school teams with the knowledge and tools needed to update their all-threats/hazards school emergency operations plan (EOP), and to identify how to train and exercise the school EOP. This course follows the guidance set forth in FEMA's Comprehensive Preparedness Guide (CPG 101) for developing an EOP and explains how to engage the whole community—including parents/guardians and outside agencies such as law enforcement, fire, public health, and emergency management—in school preparedness and planning for and mitigating all threats and hazards. Throughout the course, participants will have the opportunity to review their existing EOP and identify areas for improvement and have an opportunity to

build partnerships and develop positive working relationships among first responders and school staff.

Course Objectives:

- Refine or develop a school emergency operations plan (EOP).
- Identify how to train and exercise their school EOP.

Program Area(s): Citizen Preparedness; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Tribal

Delivery Location: National Emergency Training Center (NETC)

Selection Criteria: This course is designed for school and emergency management personnel who are interested in comprehensive planning for grades K–12. Examples of potential participants include:

- Local First Responders (SRO/Law Enforcement, Fire, and Emergency Management)
- School personnel: Superintendents/Assistant Superintendents; Principals/Assistant Principals; Risk Managers; School Board Members; School Safety Coordinators; Transportation Coordinators; Food Service Coordinators; Facility Managers; IT; Nurses/Counselors.

School teams consisting of 3–5 individuals are encouraged to apply.

Required Prerequisite: Individuals/school teams must bring their school emergency operations plan (EOP) to training.

Recommended Prerequisites: IS-0100.SCa (or IS-0100.SC, or IS-0100.b), *Introduction to the Incident Command System (ICS-100) for Schools*; and IS-0700.a, *National Incident Management System, An Introduction*

Course Length: 3 days

CEUs: 2.4



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EMERGENCY EXIT

2015 TRAINING			
Training Subject	Training Summary	Locations	Dates
Creating School Emergency Operations Plans	Initial (one-day) training on the development and format of a School Emergency Operations Plan.	Glasgow/ Glendive/ Billings	January 13-15, 2015
Creating School Emergency Operations Plans	Initial, one-day training on the development and format of a School Emergency Operations Plan.	Kalispell/ Havre/ Great Falls	January 27-29, 2015
Creating School Emergency Operations Plans	Initial, one-day training on the development and format of a School Emergency Operations Plan.	Missoula/ Butte/ Bozeman	February 10-12, 2015
Creating School Emergency Operations Plans	Initial, one-day training on the development and format of a School Emergency Operations Plan.	Helena	24-Feb-15
Resources for Building Quality Emergency Operations Plans	An overview of the School Emergency Management Planning Grant and resources to help build quality plans	SAM Administrators Institute - Helena	July 29, 2015
Hands-On Workshops: Developing Key Components in School Emergency Operations Plans	Four half-day hands-on workshops over two days focusing on specific EOP components, including: Plan Review & Evaluation, Plan Development and Improvement, Developing an Active Shooter Annex, and Developing and Conducting Quality Exercises	Missoula	August 4-5, 2015

Hands-On Workshops: Developing Key Components in School Emergency Operations Plans	Four half-day hands-on workshops over two days focusing on specific EOP components, including: Plan Review & Evaluation, Plan Development and Improvement, Developing an Active Shooter Annex, and Developing and Conducting Quality Exercises	Billings	August 12-13, 2015
Creating a Countywide School Emergency Operations Plan	Hands-on technical assistance for county superintents while they edit and develop Countywide School Emergency Operations Plan (EOP).	Missoula	September 28, 2015
2016 TRAININGS			
Training Subject	Training Summary	Locations	Dates
Small Schools Workshops: Creating Emergency Operations Plan (EOP) Annexes within County-Wide School EOPs	Hands-on workshops for small, rural school districts to create site specific Threat and Hazard Annexes that align with their county superintendent's EOP.	Various Locations	April, 2016
Readiness and Emergency Management for Schools (REMS-TA) Train-the-Trainer Course	Helps schools and districts implement the federally recommended planning principles and six-step planning process to create, maintain, or enhance high-quality emergency operations plans.	Tentative (TBA)	Tentative (TBA)
Montana Behavioral Institute (MBI) Training	TBA	TBA	June, 2016

2016 TRAININGS			
Training Subject	Training Summary	Locations	Dates
Multi-Hazard Emergency Planning for Schools EO361 or EO364	School district teams work together over a three or four day course to build knowledge, skills, and tools to review, enhance, and sustain an all-hazards/threats EOP. (See FEMA EMI course summary Word document)	FEMA's Emergency Management Institute (EMI), Emmitsburg, Maryland	EO361: 3/21/2016- 3/24/2016 7/11/2016- 7/14/2016 8/8/2016- 8/11/2016 EO364: 3/14/2016- 3/16/2016 6/20/2016- 6/22/2016 8/1/2016- 8/3/2016



Montana School Emergency Management Planning Advisory Committee

Contact List

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Emergency & Disaster Planning, Training, and Research

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Emmitsburg, MD 21727
Website: www.training.fema.gov/emi.aspx
(Contact Montana Office of Public Instruction for enrollment information)

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Website: http://iers.umt.edu/Montana_Safe_Schools_Center/



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