School Safety & Emergency Preparedness

Presented by Dr. Joe Melita
Professional Standards & Special Investigative Unit
Today’s Agenda

Today’s session is designed to provide participants with an overview of:

- Safe Teams
- Safety Plans
- Gang Awareness
- SESIR
- Emergency Drills
- Incident Command System
- The Security Tracking And Response (S.T.A.R.) System
Is Your School Prepared?

WHAT IF.....?
“There are only two types of school administrators; those who have faced a crisis and those who are about to!”

-Ron Stephens, Executive Director, National School Safety Center
What is a Critical Incident?

A Critical Incident is defined as a traumatic event which is beyond the range of experiences that a person usually encounters. The event has the potential to evoke an intense emotional response that can interfere with a person’s ability to cope. It has major impact on the routing functioning of the school.
The Critical Resource Manual (CRM)

• Identifies issues and/or critical incidents that require special attention

• A means for the school-based administrator to inform all school personnel of security and response procedures

• A resource tool to evaluate the response system to make any changes needed to improve procedures
CRM Table of Contents

- Critical Incident/CRM Forms
- Medical
- Violence/Crime
- Weapon
- Shelter-In-Place/Lockdown/Evacuation
- Facility Emergencies
- Unique/Severe Weather
- Student Welfare
- Parent/Staff Welfare
- Special Incident

- Appendices
  - Chain of Command/ICS
  - District Standard Codes
  - School Safety Plan
  - Safety Department
  - Special Investigative Unit (SIU) Forms
School Assistants For Emergencies (S.A.F.E.) Teams

- In the event of an emergency, SBBC will use a modified version of the Incident Command System (ICS) developed by the Federal Emergency Management Agency (FEMA), which is in compliance with the National Incident Management System (NIMS; Department of Homeland Security). This system assigns roles, responsibilities, and lines of communication to be used by Emergency responders in a crisis. SBBC uses this model to facilitate coordination with City and County of Denver Emergency Responders.
School Assistants For Emergencies (S.A.F.E.) Teams

When an emergency occurs at a school, the Site Administrator/Principal or their designee will decide what level of emergency response is needed.

- The extent to which the SBBC Incident Command System is activated depends on the nature of the emergency.
- A large scale emergency, such as a tornado that hits a school building, will require the activation of all emergency roles, whereas a local school emergency such as a child who has a severe asthma attack, may be handled by the site administrator
S.A.F.E. Team Assignments

- School Incident Commander
- First Aid Coordinator
- Student Supervision Coordinator
- Facility and Materials Coordinator
- Student-Parent Reunion Coordinator
- School-Based Crisis Team Coordinator
S.A.F.E. Teams (cont.)

• What are the School Resource Officer’s responsibilities?

• What are the teachers responsibilities?
Sample School SAFE Team
(handout)
S.A.F.E. Team Training

Please check SIU’s website under Emergency Preparedness for S.A.F.E. Team Training. Click on the Event Calendar.

http://www.broward.k12.fl.us/emergencypreparedness/training_Sche.htm

You may register yourself in ESS or you should contact your Inservice Facilitator.

***Please see the handout in your folder for dates, times and locations.***
School Safety Plans

The School Board of Broward County, Florida is committed to ensure that all students receive a quality education within a safe and secure learning environment. The development and implementation of a School Safety Plan based on the Critical Resource Manual (CRM) is an excellent part of the school’s comprehensive emergency plan and acts to support the goal that students will attend a school that is safe, secure and conducive to student health and learning.
Safety Plans
Why Have a Safety Plan?

Knowing what to do when faced with a crisis can be the difference between calm and chaos, between courage and fear, between life and death. Schools and districts need to be ready to handle crises, large and small, to keep our children and staff out of harm’s way and ready to learn and teach.
Old Plan vs. New Plan

Special Investigative Unit

School Safety Plan

Word Document

Online Annual Update

Safety Plan Annual Update

For the 2010-2011 school year schools are required to complete by September 30, 2010 a Safety Plan Update Survey. Rather than re-submitting annual safety plans, schools will be able to account for changes and modifications by reviewing a Safety Plan Update Survey.

Note: Any school that completes the survey will be required to re-submit a hard copy safety plan to SIU.

Department: Complete the information requested below:

School Name:
Type of School:

Part 1: Review the following checklists in reference to your current Safety Plan by answering yes or no:

1. Annual site assessment survey completed by end of September?  Yes No
2. Annual fire evacuation drill plan in coordination with Fire Dept. and Law Enforcement?  Yes No
3. Annual fire drill coordination meeting attended?  Yes No
Safety Plan

On-Line

Completing the On-Line Safety Plan
✓ Login with your User ID and password
✓ Enter information relevant to your school site
✓ Print documents
✓ Review with SAFE Team

Safety Plan Training will be available in the Fall.

*Note: A team approach to this process will prevent miscommunication of emergency procedures.*
What does the Safety Plan Require?

Community Collaboration
1. Law Enforcement
2. Fire Department
3. Other Community Agencies

District Collaboration
1. SIU
2. Safety Department
3. Student Services/Psych Services
4. Risk Management

School Collaboration
1. SAFE Team
2. Teachers
3. Students
4. Parents
The safety plan design process is school-site based. It is not the intention of the process to address every possible incident.

There is NO WAY that a site can create a plan for every possible scenario.

It is through the process of simulation, practice and in-service training that a staff as well as students, become familiar with effective decision making with regard to critical incident response.
A clearly written plan enables communication to all stakeholders (i.e. students, staff, parents, administrators) the “who”, “what”, “where”, “why”, and “how” of the strategy is used to reduce school violence and improve the learning environment.

Collaboration with local Law Enforcement and Fire Departments is key to the successful development and implementation of a School Safety Plan.
Training and Testing The Plan

- Training and testing are on-going processes.
- Training involves teaching school community members about all aspects of the plan.
- Testing involves using simulated emergency situations to assess the viability of the plan and make improvements or corrections.

- Table-Top Exercises
- School-Based Drills
- Full-Scale or Field Exercises
Three Types of Testing

1. Table-Top Exercises
2. School-Based Drills
3. Full-Scale or Field Exercises
Table-Top Exercises

- Simulates an activity based on a particular scenario.
- Challenges participants to formulate an effective response based on their written school safety plans while factoring in the unique elements presented in the scenario.
- Helps participants to build a broad perspective regarding emergency response.
- Tests and builds the ability of people to communicate, coordinate and cooperate with one another.
Table-Top Exercises (Cont.)

• Helps participants to understand how their roles and responsibilities contribute to the overall response.
• Removes the stress of a real-time drill and provides time to discuss plans, policies and procedures.
• Provides a reality check for the knowledge and skills of the participants.
GANG AWARENESS

• Resource Video of Gang Awareness Training
  Taped on July 13, 2006 to be released SOON!

  ~ Michael Berg, Gang Prevention Coordinator ~
SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT (SESIR) AND SCHOOL SAFETY

Lynda Daher
Gang Prevention Coordinator
What Is an Incident?

• There are two types of incidents:
  – Criminal
  – Disciplinary

*Both of these incident types are entered into TERMS.*
What To Report
(In TERMS)

• 21 SESIR incidents (Criminal).
• “ZZZ” Local incidents (Non-Criminal).
• Known or unknown offender (students, non-students, and faculty).
• Incidents on school grounds, school transportation, or at off-campus school-sponsored events (including bus referrals).
• Incidents are reported that take place:
  – During any 24-hour period
  – All 365 days of the year
  *Include summer school, night school, holidays and weekends.
• Only the most serious offense if multiple offenses occur during one incident in SESIR.
Related Categories

• In addition to a specific incident code, all incidents may also be coded as:
  – Gang related
  – Alcohol related
  – Drug related
  – Hate-crime related
  – Weapon related

Example: an on-campus robbery could also be reported as drug related. Similarly, a gang fight would be designated as fighting but also include the element of being gang related.
Criminal & Non-criminal: *What’s the Difference?*

Please refer to your handouts for detailed descriptions of the codes.
Why are SESIR and Discipline Data Important?

- Provides data for grant opportunities.
- Measure types of interventions.
- Measure results of interventions.
- Measure recidivism.
- Tracks trends and frequencies.
Administrative Responsibilities

• Administrators must be familiar with SESIR and Local Definitions.
• Administrators must assign appropriate SESIR or Local “ZZZ” code to incident.
• Clerical or Data Entry clerks should not assign SESIR or Local “ZZZ” code.
• Administrators must assign appropriate actions and their codes in accordance with Florida Statues and the SBBC discipline matrix.
Reporting Issues

- Broward County reported 9,121 SESIR incidents in 2003-2004 and only reported 4,572 discipline action matches in 2003-2004.
- Broward County percent non match = 49.9% (The **Highest** percentage of **NON** match in the State).
- Broward County reported 475 SESIR Incidents for Weapons Possession; 301 Out of school suspensions related to Weapons Possession; and only **one** Expulsion for Weapons Possession.
SESIR and Your Safety Plan

• Accurate and current data reporting will assist with your school’s prevention efforts.

• The picture of school safety we receive through the SESIR data can be used to develop strategies for reducing crime and increasing the security of our children and teachers in schools. With this information, schools and the District can effectively plan and accurately measure changes as a result of programs implemented.
School-Based Emergency Drills

• Drills are a second method of testing specific procedures in a crisis response plan.

• Drills can test the response capabilities of individual classes or the entire school population.

• Drills include procedures for: Drop, Cover and Hold; Evacuation; Reverse Evacuation; Bus Evacuation; Lockdown; and Shelter-In-Place.
Full-scale or field exercises are a third and more complex option for testing the total response capability of the community. Field exercises simulate reality. The exercises include role-play and the deployment of field responders, equipment and resources. These exercises require extensive planning and coordination, time, and commitment from community responders. The community’s Office of Emergency Management typically directs this type of exercise.
Types of Emergency Drills

Active Shooter - Weapons on School grounds
Biological - Hazard Materials
Bomb Threat - Bringing an explosive device on school grounds
Chemical Inside - Lab Custodial
Gas Leak - Propane, Ammonia, etc
Terrorist - Domestic and International
Emergency Codes
(Broward School District)

**Code Red**
Threat/Incidents inside the facility (i.e. Gang Confrontation, Homicide, Kidnapping Mass Casualties, Riot, Large Group Trespassing)
The best course of action is to keep everyone in place - Lockdown

**Code Red (No Response)**
Threat/Incident outside the facility (i.e. Drive-By-Shooter, Outside Disruption, Terrorist Threat) that does not warrant a code.
The best course of action is to keep everyone in place - Lockdown
**Emergency Codes (Broward School District)**

- **Code Yellow** - Threat/incidents within the facility. The best course of action is to implement a Shelter-In Place.
- **Code Black** - Bomb Threat-Bomb’s detected or exploded
- **Code Green** - All clear- Return to classroom and resume normal activities
- **Code Orange** - Evacuate - When situation warrants beyond previous codes
School-Based Emergency Drills

- 2 Emergency Drills required for schools
- Emergency Drill Training Manual for schools will be released at our August 9th Safety & Security Summit at Piper High School.
After Action Report (AAR)

The After Action Report (AAR) is the key post exercise document developed in partnership with the principal and emergency drill coordinator, with contribution from sponsoring agencies, and key participant agencies.
After Action Report (AAR)

This form is to be completed after any emergency drill (not fire or tornado) and submitted to the area superintendent’s office. A copy needs to be given to the Supervisor of the Special Investigative Unit no later than 30 days after the last critical incident.
INCIDENT COMMAND

• Schools must be prepared to ensure the care and welfare of students and staff during the first critical minutes after an incident WITHOUT outside assistance.

• Regardless of the scope of crisis, a school must be prepared to have a command structure in place to effectively manage any incident.
Unified Command System
Summary

• The Unified Command System brings all the agencies and activities together.
• Many Response Organizations have roles and responsibilities during a critical incident. The following are the emergency responders.
  – Law Enforcement gathers intelligence, provides security, performs tactical operations, investigates, and controls perimeters and traffic.
  – Fire/Rescue is responsible for Hazardous Materials issues, decontamination, search and rescue, and fire suppression.
  – Health collects and disseminates information, performs laboratory functions, provides specialized expertise.
  – EMS performs initial triage, treatment and transport of victims.
KEY CONCEPTS

• One person in charge
• Each person is assigned to report to one person only
• Common terminology is key. Everyone must learn to use the same words to communicate during a crisis.
PREVENTION

WHAT TYPES OF PREVENTION PROGRAMS DOES YOUR SCHOOL HAVE IN PLACE?
S.T.A.R.

Security Tracking And Response

- High-speed, photo capturing, visitor, volunteer, mentor pass system designed to replace the manual visitor logbooks and generic visitor passes being used today by many schools.
- **Jessica Lunsford Act** - Requires background screening for all contractual personnel who are permitted access on school grounds when students are present or for those who have direct contact with students.
S.T.A.R. Training will be available during the Fall. See handout for dates and times.

- Limited to two (2) participants per school
- E-mail Johnson Controls, Inc at Shelly.L.Crespo@jci.com to register.
Special Investigative Unit Websites

Department
http://www.broward.k12.fl.us/siu/

Professional Standards
http://www.broward.k12.fl.us/siu/ALogin/spooky/login.asp
(Password Protected)

Emergency Preparedness
http://www.broward.k12.fl.us/emergencypreparedness/
Questions ? ? ?
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