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 7th 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
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 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.
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!!
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 BEhandled ACCORDINGLY UNLESS IT IS PUBLICLY AVAILABLE INFORMATION, SUCH AS THE SCHOOL CALENDAR.
Project Status

- **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.

*Excludes some information which Superintendents, Principals and County Boards of Education will need to make decisions. This will be explained in more detail later in this presentation.
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
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.
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.
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
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.
March, 2011 – WV Legislature approves SB592 (effective 90 days from passage).

April, 2011 – WV Department of Education (WVDE) begins research on how to best provide schools and administrators support for compliance.

May, 2011 – WVDE, in collaboration with the WV Division of Homeland Security (WVDHSEM) and the School Building Authority (SBA) begin the development of the Crisis Response Plan Template.

June – December, 2011 - Crisis Response Plan Template developed. Crisis Response Plans from over 35 counties were reviewed during this process.
December, 2011 – State Board of Education approves the Crisis Response Plan Template

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


Today – 1st stage of roll-out begins.
First Step: Select the School Crisis Response Planning Team (CRPT)

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.
Crisis Response Planning Team: Composition

Emergency Response Community Participation is strongly encouraged

SB592/HB 4125 (revised) allows for two versions of Crisis Response Planning Team (CRPT) member composition. CPRT’s must contain **EITHER:**

A. **A Team minimally consisting** of the Principal, two teachers, one service person and two parents of children attending the school. **AND** optionally, the following **recommended members:**
   1. Member of the County Board,
   2. School Counselor,
   3. Member of Local Law-enforcement authorities,
   4. County Emergency Services Director
   5. A student in grade ten or higher if the school has those grades. **OR**

B. **The Local School Improvement Council Members**

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.

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

Some members will be on both teams.

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<tr>
<th>CRISIS RESPONSE PLANNING TEAM</th>
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<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Principal</td>
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<td>Teacher # 1</td>
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<td>Teacher # 2</td>
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<td>Service Person</td>
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<td>School Counselor</td>
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<td>Assistant Principal</td>
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<td>School Nurse</td>
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<td>Evacuation Coordinator</td>
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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.

An alternate composition for the Crisis Response Planning Team are the members of the Local School Improvement Council.
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.
Some of the elements are requirements of the new legislation, but if followed it will lead to safer schools state-wide.
The Crisis Response Planning Team (led by the School Principal) will complete.

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.**
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.

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

Staff / Faculty with Medical Training

Medical training of school staff members is to be included in the CRP. Expiration dates for pertinent training should be kept current.
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.
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.
The same applies to Reunification Areas.
Electrical Service Provider information has been completed, but should be reviewed for accuracy.
School Specific Crisis Response Plans

Not all schools will have Natural Gas providers.
School Specific Crisis Response Plans

Crisis Response Planning Teams will also review the Crisis Response Plan action flowcharts 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.
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.
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 Responders and Emergency Management Community:**

- Emergency Response Community
- Law Enforcement Agencies
- EMS and Fire Departments
- 911 Services
- BOE Asset Manager
- School Principals
- Superintendent
- State Police
- County Sheriff Departments
- Local Police Departments
- School/Prevention Resource Officers
- Crisis Response and Planning Team Members

**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 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
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](https://pciims.dhs.gov)
- Comprehensive ACAMS training; in-person 4 day class. Contact Dallas Staples for more information: 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
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
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!
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.
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.
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;
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;
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, 304.558-2541 OR
- Thomas Quisenberry, tquisenberry@patriot-services.com, 248.884.1952 OR
- Sheila Diaz, sdiaz@patriot-services.com, 517.420.8721

**SB592/HB 4125 (revised)**, please contact:
- Mike Pickens, WVDE, mepicken@access.k12.wv.us, 304-558-2711

**Obtaining Protected Critical Infrastructure Information (PCII)** please contact:
- Dallas Staples, dallas.s.staples@wv.gov, Office: 304-561-6358, Cell: 681-945-5273
- [https://pciims.dhs.gov](https://pciims.dhs.gov)

**ACAMS Training for Education Professionals**
- Dallas Staples will be contacting Superintendents by email.