DEVELOPING DISTRICT-WIDE SCHOOL SAFETY PLANS
AND
BUILDING-LEVEL EMERGENCY RESPONSE PLANS

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Resource 1 – Developing Emergency Response Plans: Principles and Process

The following is selected content from **The Readiness and Emergency Management for Schools (REMS) Technical Assistance Center Guide for Developing High-Quality School Emergency Operations Plans**. The Emergency Operations Plan (EOP) is anchored in three main pillars:

The first pillar is an **INTEGRATED, COLLABORATIVE APPROACH** — the plan is developed with the notion that everyone KI·ă ŜÈLJŜNǔλăŜ ǔ2 ăKI·NŜ I·yŘ ǔKI·ǔ LJfI·yŷλyƎ ăK2dztŘ ōŜ I· Ŏ2ftI·ō2NJI·ǔλØŜ ŜŦŦ2Nǔ I·fλƎyŜŘ I·ǔ I·ft fŜØŜfă Ŧ2NJ I· Ŏ2Y˙Y˙2y˙LJdzNLJ2ăŜ — to ŎNŜI·ǔŜ I· ăI·ŦŜ fŜI·NyλyƎ ŜyØλN2yY˙Ŝyǔ Ŧ2NJ ŎKλfŘNŜyΦ

LY˙WI·yΩzI·Nè нлмoΣ Ŧ2ft2ǿλyƎ ǔKŜ {I·yŘè I22ļ 9fŜY˙ŜyǔI·Nè {ŎK22f ăK22ǔλyƎ λy˙bŜǿǔ2ǿyΣ tNŜăλŘŜyǔ hōI·YI· LJdzǔ Ŧ2NǿI·NŘ Kλă áb2ǿ λă ǔKŜ ¢λY˙Ŝé LJfI·y˙ǔ2 NŜŘdzŎŜ ƎdzY˙Øλ2fŜyŎŜΦ hyŜ 2Ŧ ǔKŜ ŜÈŜŎdzǔλØŜ I·Ŏǔλ2yã LJdzǔ Ŧ2NǔK λy˙Kλă LJfI·y˙ǿI·ă ǔKŜ ŘŜØŜf2LJY˙Ŝyǔ of this new guide by the ¦Φ{Φ 5ŜLJI·NǔY˙Ŝyǔă 2Ŧ 9ŘdzŎI·ǔλ2y˙ó95úT WdzăǔλŎŜ ó5hWúΣ fŜŘ ōè ǔKŜ CŜŘŜNJI·f .dzNŜI·dz 2Ŧ LyØŜăǔλƎI·ǔλ2y˙ óC.LúT I2Y˙ŜfI·yŘ {ŜŎdzNΩǔè ó5I{úΣ fŜŘ ōè ǔKŜ CŜŘŜNJI·f 9Y˙ŜNƎŜyŎè aI·yI·ƎŜY˙Ŝyǔ !ƎSyŎè óC9a!úT I·yŘ ISI·fǔK I·yŘ IdzY˙I·y˙

¢KŜ ¢9 ! a ȯʎŘŜyűʎŦʎŜŘ I·ă LJI·ℕűˊ 2Ŧ {űŜLJ ʍú ăK2ʤfŘ ø2ℕ] űKℕ2ʤƎK űKŜăŜ ăʎÈ ăűŜLJă ű2 ÕℕŜI·űŜ I·yŘ ʎYˇLJfŜYˇŜyűˊ ʎűă ăÕK22ftăă 9h tΦ
Schools and districts can use this process to

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Resource 2 – District-Wide School Safety Team

/w мрр⌀мтóōúóмпú means a district-wide team **appointed** ōè ΰKŝ ō2Ɩ·ℕŘ 2ŦŝŘdzŎƖ·ΰλ2yΣ ΰKŝ ŎKƖ·yŎŝff2ℕ λyΎΰKŝ ŎƖ·ăŝ 2Ŧ bŝø ¸2ℕ⌉ /λΰèΣ 2ℕ 2ΰKŝℕ ∃2Øŝℕyλy∃ ō2Ɩ·ℕŘ⌀ ¢Kŝ Řλăΰℕ⌂Ŏΰ-øλŘŝ ΰŝƖ·Y ăKƖ·ff λyŎfdzŘŝΣ ōdzΰ y2ΰ ōŝ fλYΎλΰŝŘ ΰ2Σ **representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel, including bus drivers and monitors.** ! ΰ ΰKŝ ŘλăŎℕŝΰλ2yΎ2Ŧ ΰKŝ ō2Ɩ·ℕŘ 2Ŧ ŝŘdzŎƖ·ΰλ2yΣ 2ℕ ΰKŝ ŎKƖ·yŎŝff2ℕ λyΎΰKŝ ŎƖ·ăŝ 2Ŧ ΰKŝ /λΰè 2Ŧ bŝø ¸2ℕ⌉Σ Ɩ· ăΰdzŘŝyΰ YƖ·è ōŝ Ɩ·ff2øŝŘ ΰ2 LJƖ·ℕΰλŎλLJƖ·ΰŝ 2yΎΰKŝ ăƖ·ŦŝΰèΰŝƖ·YΣ LJℕ2ØλŘŝŘ K2øŝØŝℕΣ ΰKƖ·ΰ y2 LJ2ℕΰλ2yΎ2Ŧ Ɩ· Ŏ2yŦλŘŝyΰλƖ·f ōdzλfŘλy∃-level emergency response plan shall be shared with such student nor shall such student be present when details of a confidential building-level emergency response plan or confidential portions of a district-øλŘŝ ŝYŝℕ∃ŝyŎè ℕŝăLJ2yãŝ ăΰℕƖ·ΰŝ∃è Ɩ·ℕŝ ŘλăŎdzăăŝŘ⌀

District-Wide School Safety Team			
Name	**Title**	**Office Number**	**Cell Number**

	! system for informing all educational agencies within such school district of a disaster* /wmpp⌀mтóÕúómúóÈØMMú
	The identification of **appropriate responses to emergencies**Ī ƛyŎfdzŘƛyƎ LJN2ű2Ŏ2fă Ŧ2N NŜăLJ2yŘƛyƎ ű2 ō2Ɏō űKNŜI·úăĪ K2ăűI·ƎŜ-űI·ʔƛyƎăĪ ƛyűNdzăƛ2yã I·yŘ ʔƛŘyl·LJLJƛyƎă /wmpp⌀mтóÕúómúóÈØú

** Except in a school district in a city having a population of more than one million inhabitants*

Strategies for improving communication among students and between students and staff and between

Resource 5 – Incident Command System (ICS) for Schools

LyÕλŘŜyΰ /ƨϒϒl·yŘ {ëăΰΰŜϒ óL/{ύ λă l· Õƨ2ϒLJ2yŜyΰ 2ŦΰKŜ bl·ə2yl·f LyÕλŘŜyΰ a l·yl·∃ŜϒŜyΰ {ëăΰΰŜϒ óbLa {úΦ L/{ KŜfŁJă ŜyKl·yÕŜ ŜϒŜ₪∃ŜyÕè Õƨ2ϒϒdzyλÕl·ə2yã l·yŘ l·ff2ǿă ϒdzfəLJfŜ l·∃ŜyÕλŜă ΰƨ2 ǿƨ₪ΰ ΰƨ2∃ŜΰKŜ₪ ŜũŜÕəØŜfè ŘdzN₪yƎ ŘλŶÕdzfΰ l·yŘ Řl·yƎŜ₪2dză ÕλNÕdzϒăΰl·yÕŜăΦ L/{ LJN₪2ØλŘŜă l· ăΰl·yŘl·NŘλÎŜŘ l·LJLJN₪2l·ŎK ΰƨ2 λyÕλŘŜyΰ Yl·yl·∃ŜϒŜyΰΣ N₪Ŝ∃l·NŘfŜăă 2Ŧ Ŏl·dzăŜΣ ăλÎŜΣ f2Ŏl·ə2yΣ 2N Õ2ϒLJfŜÈλΰèΦ . è dzăλyƎ L/{ ŘdzN₪yƎ l·yˇλyÕλŘŜyΰΣ ăÕK2ƨfă Ŏl·yˇϒƨ2N₪Ŝ ŜũŜÕəØŜfè ǿƨ2₪ΰ ǿλΰK ΰKŜ ₪ŜăLJ2yŘŜ₪ă λyˇΰKŜλ₪ Õ2ϒϒdzyλəŜăΦ

bŜǿ ¸ƨ2₪ΰ {ΰl·ΰŜ {ŎK2ƨfă l·₪Ŝ ₪ŜljdzN₪ŜŘ ΰƨ2 ŘŜŬyŜ l· ŎKl·λyˇƨŦ Õ2ϒϒl·yŘ λyˇl· Yl·yŷŜ₪ Õ2yãλăΰŜyΰ ǿλΰK L/{ ó/w мppΦмтóÕúóнúóØúΦ

SCHOOL INCIDENT COMMANDER

- Directs incident for schoolΣ ăΰl·ũΣ students
- 9ăΰl·ōfλăKŜă λϒϒŜŘλl·ΰŜ LJN₪2₪λəŜă Ŧ2₪ ăΰl·ũ & students
- ² ƨ2₪ΰă Ř₪₪ŜÕΰfè ǿλΰK ΰKŜ 9ϒŜ₪∃ŜyÕè LyÕλŘŜyΰ /ƨϒϒl·yŘŜ₪ ómst Responders)

PRIMARY **ALTERNATE**

OPERATIONS

- Coordinates student supervision
- {dzLJŜ₪ØλăŜă ŜĖŜÕdzΰλƨy2Ŧ Evacuation Plan
- a l·λyΰl·λyã Ŏf2ăŜ Õ2yΰl·Õΰ ǿλΰK School Incident Commander

PRIMARY and ALTERNATE
NAME:
Office phone:
Cell phone:

PLANNING

- Collects and documents school related data
- Provides current input to School Incident Commander and Operations

PRIMARY and ALTERNATE
NAME:
Office phone:
Cell phone:

LOGISTICS

- Coordinates temporary shelter for staffŦkăΰdzŘŜyΰă
- Provides transportation for ăΰl·ŦŦkăΰdzŘŜyΰă ΰo off-site location or home

PRIMARY and ALTERNATE
NAME:
Office phone:
Cell phone:

FINANCE

- a l·yl·∃Ŝă l·ff ŦλyŦ·yÕλl·f aspects of an incident

PRIMARY and ALTERNATE
NAME:
Office phone:
Cell phone:

Resource 6 – Building-Level Emergency Response Plan: Your School Building

CR 155.17(c)(2) Building-Level Emergency Response Plan shall be developed by the building-level emergency response ΰŜΙ·ΥΣ ăΚΙ·ff ōŜ ⟮ŜLJΰ confidentialΣ λyŎfdzŘλyΞ ōdzΰ y2ΰ fλΥλΰŜŘ ΰ2 ΰΚŜ ŦfƵ2ℕ LJfΙ·yãΣ ōfdzŜLJℕλyΰăΣ ăŎΚŜΥΙ·ΰλŎă 2ℕ 2ΰΚŜℕ ΥΙ·LJă 2Ŧ ΰΚŜ λΥΥŜŘλΙ·ΰŜ ădzℕℕ2dzyŘλyΞ Ι·ℕŝΙ·Σ Ι·yŘ ăΚΙ·ff y2ΰ ōŜ ŘλăŎf2ăŜŘ ŜÈÔŜLJΰ ΰ2 Ι·dzΰΚ2ℕλÎŜŘ ŘŜLJΙ·ℕΰΥŜyΰ 2ℕ ăŎΚ22f ăΰΙ·ŦŦΣ Ι·yŘ fΙ·ø ŜyŦ2ℕŎŜΥŜyΰ 2ŦŦλŎŜℕăΣ Ι·yŘ ăΚΙ·ff λyŎfdzŘŜ ΰΚŜ Ŧ2ff2øλyΞ ŜfŜΥŜyΰăϒ óλλλύ ŦƵ22ℕ LJfΙ·yãΣ ōfdzŜLJℕλyΰăΣ ăŎΚŜΥΙ·ΰλŎă 2ℕ 2ΰΚŜℕ ΥΙ·LJă 2Ŧ ΰΚŜ ăŎΚ22f λyΰŜℕλ2ℕΣ ăŎΚ22f Ξℕ2dzyŘă Ι·yŘ ℕ21·Ř ΥΙ·LJă 2Ŧ ΰΚŜ λΥΥŜŘλΙ·ΰŜ ădzℕℕ2dzyŘλyΞ Ι·ℕŝΙ·φ

	Campus Profile	
	Number of buildings on campus:	
	Non-school buildings (descriptions and purpose):	
	Other campus characteristics (physical characteristics such as playgrounds, athletic fields, fencing, etc.):	
	Surrounding area:	
	Access routes:	

Building-Level Floor Plans:

Ff22ℕ LJfΙ·yãΣ ōfdzŜLJℕλyΰăΣ ăŎΚŜΥΙ·ΰλŎăΣ 2ℕ 2ΰΚŜℕ ΥΙ·LJă 2Ŧ ΰΚŜ ăŎΚ22f λyΰŜℕλ2ℕΣ ăŎΚ22f Ξℕ2dzyŘăΣ Ι·yŘ ℕ21·Ř ΥΙ·LJă 2Ŧ ΰΚŜ immediate surrounding area that are clearly labeled and readily understandable to first responders navigating ΰΚŜ ōdzλfŘλyΞ Ι·yŘ Ξℕ2dzyŘăφ !ΰ Ι· ΥλyλΥdzΥΣ

Maps and Images of the Grounds

!ℕŜI· ϒI·LJă ăKI·ff ʎyŎtdzŘŜ űĸKŜ ăŎK22f yl·ϒŜ I·yŘ I·ŘŘℕŜăăT I· ʅŜè ű2 ŘŜŦʎyŜ I·yê ăèϒō2fă dzăŜŘT I· Ŏ2ϒLJI·ăă ʎyŘʎŎI·űʎyƎ b2ℕűK I·ă øŜff I·ă fI·ōŜfŜŘ ōdzʎfŘʎyƎăΣ 2dzűōdzʎfŘʎyƎăΣ ŦʎŜfŘăΣ LJI·ℕʅʎyƎ f2úăΣ ōdzʎfŘʎyƎ ŜyűℕI·yŎŜăĸŜÈʎúää

Name:
Email:
Phone number:

Policies and procedures for annual multi-hazard school safety training ŦƧℕ ăűI·ŦŦ I·yŘ ăűdzŘŜyűăΣ LJℕƧØλŘŜŘ that the district must certify to the commissioner that all staff have undergone annual training by September мpΣ нлмc I·yŘ ŜI·ŎK ădzōăŜIjdzŜyű {ŜLJűŜY¯ōŜℕ мpűK űKŜℕŜI·ŦűŜℕ 2y¯űKŜ ōdzλfŘλYƎ-level emergency response plan which must iyŐfdzŘŜ Ŏ2Y¯LJ2ySyűă 2y¯ØλƧfŜyŐŜ LJℕŜØŜyűλ2y¯I·yŘ Y¯Ŝyű I·f KŜI·fűKΣ LJℕƧØλŘŜŘ ŦdzℕűKŜℕ úKI·ű ySø ŜY¯LJf2èŜŜă KλℕŜŘ I·ŦűŜℕ úKŜ ăűI·ℕű 2Ŧ úKŜ ăŎK22f èŜI·ℕ ăKI·ff ℕŜŎŜλØŜ ădzŎK úℕI·λyλYƎ øλűKλy¯oл ŘI·èă 2Ŧ KλℕŜ 2ℕ I·ă LJI·ℕű 2Ŧ úKŜ ŘλăűℕλŎúΩă ŜÈλăűλYƎ ySø KλℕŜ úℕI·λyλYƎ LJℕƧƎℕI·Y¯Σ øKλchever is ă22ySℕΦ

/ wmppΦмтóÔúómúóÈMλú

Date of training:
Description of training (topics, format):

The district-wide safety plan must be available for **public comment** I·ű fŜI·ăű oл ŘI·èă LJℕλƧℕ ű2 λűă I·Ř2LJűλ2yΦ

/ wmppΦмтóoúóú

Public comment period <u>start date</u>:
Public comment period <u>end date</u>:

Such district-wide plans may bе**(((((((MCID0 Tc 0.006 Tw 11.04 8 Tm[S)-8 Tm497ŦMC5410( )1ŦMCID Tw 0.224 0**

Resource 7a – Functional Annex Considerations

CR 155.17(2) Building-Level Emergency Response Plan. ! . dzλfŘλyƎ-Level Emergency Response Plan shall be developed by the Building-[ŜØŜf 9Y ŜNƎŜyÕè wŜăLJ2yãŜ tfI·yɣλyƎ ¢ŜI·YΣ ăKI·ff ōŜ ʅŜLJú confidentialΣ λyŎfdzŘλyƎ ōdzú y2ú fλYλúŜŘ ű2 űKŜ ₮f22N LJfI·yãΣ ōfdzŜLJNλyűăΣ ăÕKŜY I·úλÕă 2N 2űKŜN Y I·LJă 2₮ űKŜ λYY ŜŘλI·úŜ ădzNN2dzyŘλyƎ I·NŜI·Σ that are clearly labeled and readily understandable to first responders navigating the building and grounds I·yŘ ăKI·ff y2ú ōŜ ŘλăÕf2ăŜŘ ŜĚÕŜLJú ű2 I·dzúK2NλÎŜŘ ŘŜLJI·NűY Ŝyú 2N ăÕK22f ăúI·₮₮Σ I·yŘ fI·ø Ŝy₮2NÔŜY Ŝyú 2₮₮λÕŜNăΣ I·yŘ ăKI·ff λyŎfdzŘŜ űKŜ ₮2ff2øλyƎ ŜfŜY Ŝyűăɣ

(i) P2fλÕλŜă I·yŘ LJN2ÕŜŘdzNŜă ₮2N úKŜ NŜăLJ2yãŜ ű2 ŜY ŜNƎŜyÕè ăλúdzI·úλ2yãΣ ădzÕK I·ă űK2ăŜ NŜIjdzλNλyƎ ŜØI·Ödz I·úλ2yΣ ăKŜfúŜNλyƎΣ I·yŘ f2Ǒʅ-Ř2øyΣ øKλÕK ăKI·ff λyŎfdzŘŜΣ I·ú I· YλyλY dzYΣ úKŜ ŘŜăÕNλLJúλ2y 2₮ LJfI·yã 2₮ I·Õúλ2y ₮2N ŜØI·Ödz I·úλ2yΣ ăKŜfúŜNλyƎΣ f2Ǒʅ-Ř2øyΣ ŜØI·Ödz I·úλ2y N2dzúŜă I·yŘ ăKŜfúŜN ăλúŜăΣ I·yŘ LJN2ÕŜŘdzNŜă ₮2N I·ŘŘNŜăăλyƎ YŜŘλÕI·f ySŜŘăΣ úNI·yãLJ2NúI·úλ2y I·yŘ ŜY ŜNƎŜyÕè y2úλ₮λÕI·úλ2y ű2 LJŜNă2yã λy LJI·NŜfI·úλ2y ű2 I· ăűdzŘŜyűT

(ii) DŜăλƎyI·úλ2y 2₮ I·y ŜY ŜNƎŜyÕè NŜăLJ2yãŜ úŜI·YΣ 2úKŜN I·LJLJN2LJNλI·úŜ λyÕλŘŜyú NŜăLJ2yãŜ úŜI·Y ăΣ I·yŘ I· LJ2ăú-incident response team

(iii) Ff22N LJfI·yãΣ ōfdzŜLJNλyúăΣ ăÕKŜY I·úλÕăΣ 2N 2úKŜN Y I·LJă 2₮ úKŜ ăÕK22f λyűŜNλ2NΣ ăÕK22f ƎN2dzyŘăΣ I·yŘ N2I·Ř Y I·LJă 2₮ úKŜ immediate surrounding area that are clearly labeled and readily understandable to first responders navigating the ōdzλfŘλyƎ I·yŘ ƎN2dzyŘăΦ ! ű I· YλyλY dzYT

(a) Ff22N LJfI·yã ăKI·ff λyŎfdzŘŜ úKŜ ăÕK22f yI·YŜ I·yŘ I·ŘŘNŜăăT I· ʅŜè ű2 ŘŜ₮λyŜ I·yè ăèY ō2fă dzăŜŘT I· Ô2YLJI·ăă λyŘλÕI·úλyƎ b2NúK I·ă øŜff I·ă fI·ōŜfă λyŘλÕI·úλyƎ ōdzλfŘλyƎ ŜyűNI·yÕŜăκŜÈλúă øλúK I·fLJKI·ōŜûλÔ 2N ydzYŜNλÕ λŘŜyűλ₮λŜNă I·ăăλƎySŘ óŜΦƎΦ á522N ! ɛ 2N á9yűNI·yÕŜ нɛúTøλyŘ2øăΣ λyűŜNλ2N Ř22NăΣ N22Y ydzYōŜNăΣ Ô2YY2y I·NŜI·ă I·yŘ I·ŘYλyλăúNI·úλØŜ 2₮₮λÕŜă fI·ōŜfŜŘ ōè dzăŜT f2ÕI·úλ2y 2₮ øI·ûŜNΣ ƎI·ă I·yŘ ŜfŜÕúNλÕI·f ăKdzú2₮₮ăT f2ÕI·úλ2y 2₮ ₮ANŜ I·fI·NY LJI·ySfăΣ ₮ANŜ ălJNλyʅfŜN Ô2yűN2f ØI·fØŜăΣ I·yŘ λ₮ I·LJLJfλÕI·ōfŜ ₮ANŜ ŘŜLJI·NúYŜyű ʅŜè ō2ĚŜăT I·yŘ f2ÕI·úλ2y 2₮ ŜY ŜNƎŜyÕè I·yŘ ăŜÕdzNλúè ŜIjdzλLJY ŜyűT I·yŘ

(b) !NŜI· YI·LJă ăKI·ff λyŎfdzŘŜ úKŜ ăÕK22f yI·YŜ I·yŘ I·ŘŘNŜăăT I· ʅŜè ű2 ŘŜ₮λyŜ I·yè symbols dzăŜŘT I· Ô2YLJI·ăă λyŘλÕI·úλyƎ b2NúK I·ă øŜff I·ă fI·ōŜfŜŘ ōdzλfŘλyƎăΣ 2dzúōdzλfŘλyƎăΣ ₮ΛŜfŘăΣ LJI·NʅλyƎ f2úăΣ ōdzλfŘλyƎ ŜyűNI·yÕŜăκŜÈλúă øλúK I·fLJKI·ōŜûλÔ 2N numeric identifiers assigned óŜΦƎΦ á522N ! ɛ 2N á9yűNI·yÕŜ нɛúT LJI·NʅλyƎ I·NŜI· I·yŘ LJN2LJŜNúè Ŝyűn I·yÕŜăκŜÈλúăT ŘŜăλƎyI·ûŜŘ ₮ANŜ fI·ySă I·yŘ ₮ANŜ I·LJLJI·NI·údză I·ÔÕŜăă N2I·ŘăΣ ŜØI·Ödz I·úλ2y N2dzúŜăT ăúNŜŜű yI·YŜăT I·yŘ ŜY ŜNƎŜyÕè NŜăLJ2yãŜ I·NŜI·ăΦ

(iv) E

{ł·ŦŜűè ¢Ŝł·Yă ł·yŘ 9YˆŜ№ƎŜyǒè wŜăĽJƶyãŜ űŜł·Yă ŘŜØŜfƶLJ CdzyǑűΛƯ ű Ư LJ Ł Ư ﻡ2 y′. Ư ® Ư 9ư Ø 6 Þ

! ű fŜI·ăű ű ø2 2₸₸-ăλúŜ ŜØI·Ŏ 2y˘ăλúŜă I·ℕŜ 2₸₸ è2dzℕ ăŎK22f ∃ zyŘăT LJℕ2 2dzúλySfè KŜŎ]λyƎ
ŜØI·ŎdzI·űλ2y˘ăλúŜă I·yŘ ℕ2dz LJℕ2ŎŜŘdzℕŜă ₮2ℕ dzLJŘI·űλyƎ a h

ure Lockout+

Courses of action to secu uildinge bubnge 7 03888, (bnge)(f627 7 5 04 1048 ref62
½A• F ‘D W @ • EW Đ €H/6g „ jad…6Bb•

		How the ǎÕK22f ø⁄ftf Õ2YY˙dzy⁄ÕI·ű$ ø⁄ű‹K ǎű́dzŘ$yű̌ãΣ ŦI·Y⁄ft⁄$ãΣ I·yŘ ű‹K$ ōℕ2I·Ř$ℕ Õ2YY˙dzy⁄ű̀è ō$Ŧ2ℕ$ΣŘdzℕ⁄yƎΣ I·yŘ I·ŦűŜℕ I·y˝ŜY˝ŜℕƎŜyÕè◊
		I2ø ű2 ŜŦŦŜÕű⁄ØŜfè I·ŘŘℕŜää fI·yƎdzI·ƎŜ I·ÕÕŜää ōI·ℕℕ⁄Sℕä ŦI·ÕŜŘ ōè ǎű́dzŘ$yű̌ãΣ ǎű́I·ŦŦΣ LJI·ℕŜyű̌ãΣ I·yŘ ƎdzI·ℕŘ⁄I·yã◊

		I 2ø ű2 Y I·ʅŜ ădzNŜ ŰKŜ building is physically secure (including implementation of Crime Prevention through 9yØλN2yYˇŜyűI·f 5ŜăλEyŰ¢
		I 2ø ű2 ƎŜű ăűdzŘŜyűă ű2 I·yŘ ŦN2Yˇ ăǑK22f ăI·ŦŜfè óλyǑfdzŘλyE ûNI·ŦŦλǑ Ǒ2yűN2f I·yŘ LJŜŘŜăúNλI·yˇăI·ŦŜűè¢
		I 2ø ű2 ʅŜŜLJ LJN2KλōλúŜŘ λűŜYˇă 2dzű 2Ŧ ăǑK22f¢
		I 2ø ű2 NŜăLJ2yŘ ű2 ŰKNŜI·úă λŘŜyűλŦλŜŘ ōè úKŜ ōŜKI·Øλ2NI·f ŰKNŜI·ú I·ăăŜăăYˇŜyű ŰŜI·Yˇ¢
		I 2ø λyŦ2NYˇI·Űλ2yˇøλff ōŜ ăKI·NŜŘ øλűK fI·ø Ŝyŧ2NǑŜYˇŜyű 2ŦŦλǑŜNă 2N 2ŰKŜN NŜăLJ2yŘŜNă óʅŜŜLJλyE λyˇYˇλyŘ I·yê NŜIjdzλNŜYˇŜyűă 2N fλYˇλúI·ûλ2yã 2Ŧ I·LJLJfλǑI·ōfŜ LJNŻØI·Ǒè fI·øă λyǑfdzŘλyE C9wt !Σ ILt ! !Σ I·yŘ ǑλØλf NλƎKűăú¢
	Cybersecurity+ *(additional considerations can be found on the Cybersecurity Annex Tip Sheet)*	
		The courses of action that a school will implement in response to a cybersecurity incident such as a data ōNŜI·ǑK 2N NI·yã2Yˇøl·NŜ I·ûűI·Ǒʅ¢
		The protocols for responding to a cybersecurity incident and how the information is shared with staff I·yŘκ2N ăűdzŘŜyűă¢
		! fƗEyλyE ǑèōŜNăŜǑdzNλúè λyǑλŘŜyű LJN2ǑŜŘdzNŜă øλűK NŜIjdzλNŜYˇŜyűă λyˇŘλăúNλǑű λyãdzNI·yǑŜ LJ2fλǑλŜăT K2ø ăűI·ŦŦ I·NŜ I·øl·NŜ 2Ŧ ûKŜ LJ2fλǑλŜă I·yŘ λYˇLJfλǑI·ûλ2yã 2Ŧ ŘŜØλI·ûλ2yã ŦN2Yˇ ûKŜ LJ2fλǑλŜă¢
		¢KŜ LJN2ǑŜăă Ŧ2N ōI·ʅλyE dzLJ ŘI·úI· λyˇúKŜ ŜØŜyű 2Ŧ I· ăèăűŜYˇøλŘŜ I·úűI·ʅ úKI·ú øλff NŜIjdzNŜ ŘI·úI· ű2 ōŜ NŜăú2NŜŘ¢
		Internal and ŜĚúŜNyI·f NŜă2dzNǑŜă úKI·ú Yˇdzăú ōŜ y2úλŦλŜŘ λyˇúKŜ ŜØŜyű 2Ŧ I· ǑèōŜNăŜǑdzNλúè λyǑλŘŜyű¢
	Public Health+, Medical*+ and Mental Health Emergency*+	
		² KI·ú N2fŜ ăúI·ŦŦ YˇŜYˇōŜNă KI·ØŜ λyˇLJN2ØλŘλyE ŦλNăú I·λŘ ŘdzNλyE I·yˇŜYˇŜNƎŜyǑè¢
		[redacted]

		9ÈúNŜYŜ úŜYLJŜNJI·údzNŜă

Resource 8 – Threat and Hazard Risk Index Matrix

Threat and Hazard Type	Examples	
b l·űdzNl·f l l·Î l·NŘă	• 9l·NűKljdzl·ʅŜă • Tornadoes • Lightning • Severe wind • Hurricanes • Floods	• Wildfires • 9ĖűNŜYŜ űŜYLJŜNl·ůdzNŜă • Landslides or mudslides • Tsunamis • Volcanic eruptions • Winter precipitation
	• 9ĖLJf2ăƛ2yã 2Nl·ŎŎλŘŜyűl·f NŜfŜl·ăŜ 2ŧ ú2Ėλyã ŦN2Y ˄yŘdzăűNλl·f LJfl·yűă	

Technological Hazards ox

Resource 9 – NYS Emergency Response Card
(formerly S.H.E.L.L.)*

**under revision for the 2025-2026 school year*

Resource 10a – Post-Drill Review Form

Facilitator	
Date of review	
Participants	
Type of drill	
Drill Location **Date and time**	

	What was supposed to happen the drill?	
	What actually happened?	
	Why were there differences?	
	What did we learn?	
	How do we improve?	
	What was supposed to happen the drill?	
	What actually happened?	
	Why were there differences?	
	What did we learn?	
	How do we improve?	

Resource 10b – Designing a Tabletop Exercise

¢KŜ LJdzNLJ2ăŜ 2Ŧ I· ¢I·ōfŜű2LJ 9ÈŜNŐλăŜ λă ű2 LJN2ØλŘŜ I·y´2LJLJ2Nůdzyλűè Ŧ2N è2dzN ű$I·Y ű2 N$ØλŜø I·yŘ ŘλăŐdzăă űKŜAN N$ăLJ2yãŜă ű2 I· ăλY´dzfI·ű$Ř λyŐλŘŜyű I·yŘ ű2 λŘŜyűλŦè űKŜ λyŦ2NY I·űλ2y Σ I·Őűλ2yãΣ I·yŘ y2űλŦλŐI·ûλ2yã ûKI·ű I·N$ yŜŜŘŜŘφ ! ¢I·ōfŜű2LJ 9ÈŜNŐλăŜ λă λyűŜyŘŜŘ ű2 ∃ŜyŜN I·ű$ ŘλăŐdzăăλ2y´2Ŧ ØI·Nλ2dză λăădzŜă N$Ŝ∃I·NŘλy∃ I· KèLJ2űKŜűλŐI·fΣ ăλY´dzfI·ű$Ř ŜY´ŜN∃Ŝyŏèφ Tabletop 9ÈŜNŐλăŜă ŏI·y´ōŜ dzăŜŘ ű2 ŜyKI·yŐŜ ∃ŜyŜNI·f I·øI·N$ySăăΣ ØI·fλŘI·ű$ LJfI·yã I·yŘ LJN2ŐŜŘdzN$ăΣ N$ŜKŜI·NăŜ Ŏ2yŐŜLJűăΣ I·yŘκ2N I·ăăŜăă the types of systems needed to guide the preventλ2y´2ŦΣ Y´λűλ∃I·ûλ2y´2ŦΣ LJN2ű$Őűλ2y´ŦN2Y´Σ N$ăLJ2yãŜ ű2Σ I·yŘ N$Ŏ2ØŜNè ŦN2Y´ I· ŘŜŦλySŘ λyŐλŘŜyűφ DŜySNI·ffèΣ ¢I·ōfŜű2LJ 9ÈŜNŐλăŜă I·N$ I·λY´ŜŘ I·ű ŦI·ŎλfλúI·ûλy∃ Ŏ2yŐŜLJúdzI·f dzyŘŜNăúI·yŘλy∃Σ λŘŜyűλŦè ăúN$Sy∃ű Kă I·yŘ I·N$I·ă Ŧ2N λY´LJN2ØŜY´Syű Σ I·yŘκ2N I·ŐKλŜØλy∃ ŐKI·y∃Ŝă λy´LJŜNŐŜLJűλ2yãφ

Facilitator	
Date	
What part of your Emergency Response Plan are you testing?	
t I·NűλŐλLJI·yűăY ² K2 I·N$ ûKŜ ⌊Sè LJŜ2LJfŜK	
What is the reason for the activity?	

10c – Tabletop Exercises

Tabletop Exercise: Shelter-in-Place

¢KŜ LJdzNLJ2ăŜ 2Ŧ I· ¢I·ōfŜű2LJ 9ÈŜNŐλăŜ λă ű2 LJN2ØλŘŜ I·y´2LJLJ2Nűdzyλűȅ Ŧ2N ȅ2dzN űŜI·Y´ ű2 NŜØλŜø I·yŘ ŘλăŐdzăă űKŜλNJ NŜăLJ2yãŜă to a ăλY´dzfI·űŜŘ λyŐλŘŜyű I·yŘ ű2 λŘŜyűλŦȅ űKŜ λyŦ2NY´I·űλ2y΢ I·ŐűÅ2yãΣ I·yŘ y2űλŦλŐI·ûλ2yã úKI·ű I·NŜ ySŜŘŜŘΦ ! ¢I·ōfŜű2LJ 9ÈŜNŐλăŜ λă λyűŜyŘŜŘ ű2 ƎŜySŜNI·úŜ ŘλăŐdzăăλ2y´2Ŧ ØI·N2dză λăădzŜă NŜƎI·NŘλyƎ I· KȅLJ2űKŜűλŐI·fΣ ăλY´dzfI·ŰŜŘ ŜY´ŜNƎŜyŐȅΦ Tabletop

Incident: ! úI·yʼlŜN úNdzŎʼl ŎI·NNèλyƎ KI·Î I·NŘ2dză Yʼ I·úŜNλI·tă ŎNI·ăKŜă λyű2 I·yƵűKŜN ØŜKλŎfŜ 2yʼúKŜ N21·Ř I· ŦŜø ōf2Ŏʼlă ŦN2Yʼ úKŜ ăÕK22fφ ¢KŜ úNdzŎʼl λă fŜI·ʼlλyƎ I· èŜff2øλăK ƎI·ă úKI·ú λă K2ØŜNλyƎ Ŏf2ăŜ ű2 úKŜ ƎN2dzyŘφ

! Yʼ2ű2NλăúŎ2YʼŜă dzLJ2yʼúKŜ ŎNI·ăK I·yŘ ŎI·ffă ф-м-мφ

CNNăú NŜăLJ2yŘŜNă I·NŜ λYʼYʼŜŘλI·úŜfè ŘλăLJI·úÕKŜŘ ű2 úKŜ λyŎλŘŜyűφ

¢KŜ YʼŜŘλI· KI·ă ōŜƎdzyʼNŜLJ2NúλyƎ 2yʼúKŜ úI·yʼlŜN úNdzŎʼl ŎNI·ăKφ CI·Yʼλfè YʼŜYʼōŜNă ŎI·ff úKŜ ăÕK22f 2ŦŦλŎŜ ű2 ŎKŜŎʼl 2yʼúKŜ ăúI·údză 2Ŧ úKŜNN ŎKλfŘNŜyφ ¢Kλă ăúKŜ ŦNNăú úKŜ ăÕK22f KI·ă KŜI·NŘ 2Ŧ úKŜ λyŎλŘŜyűφ

The school office notifies the building Principal necessitating an Emergency wŜăLJ2yãŜφ

The principal assumes the role of **Incident Commander** *(as previously determined)*

	What was the plan?	

Tabletop Exercise: Hold-in-

What story will set the stage and about the problem?

Incident: !

	• /2yãλŘŜℕ l·ŎŎŜăă l·yŘ ₹dzyŎűλ2yl·f ySŜŘă óλ¢Ŝ¢Σ ŘλŦŦλŎdztűè KŜl·ℕλyƎκăŜŜλyƎ l·fl·ℕŸăΣ ŎKl·ftŜyƎŜă ǿλúK Y2ōλfλúèΣ ǿl·è₹λyŘλyƎΣ ű2λtŜűλyƎ l·yŘ ₹ŜŜŘλyƎ ySŜŘăΣ ŜűŎ¢ú • How is the response lifted (ended)? ¦ ăλyƎ ¸2dzℕ Cf22ℕ tfl·yã l·yŘ !ℕŜl· a l·LJăŸ • Is your Floor Plan accurate and helpful? Consider: water shut-

Table

¢ĸŜ LJdzNLJ2ăŜ 2Ŧ l· ¢l·ōfŜű2LJ 9ÈŜNŎλăŜ λă ű2 pro
ű2 l· ăλϒdzfl·ű$Ř λyŎλŘŜyű l·yŘ ű2 λŘŜyűλŦè úĸŜ λy
9ÈŜNŎλăŜ λă λyűŜyŘŜŘ ű2 ∃ŜyŜNl·ű$ ŘλăŎdzăăλ2yϒ
9ÈŜNŎλăŜă Ŏl·yϒōŜ dzăŜŘ ű2 ŜyĸI·yŎŜ ∃ŜyŜNl·f l·
ű$ŜŜ ű$èLJŜă 2Ŧ ăëăűŜϒă ySŜŘŜŘ ű2 ∃dzλŘŜ ű$ŜŜ LJN
ŦN2ϒ l· ŘŜŦλySŘ λyŎλŘŜyűφ DŜySNl·ffèΣ ¢l·ōfŜű2
ăúNŜy∃ű$ă l·yŘ l·N$l·ă Ŧ2N λϒLJN2ØŜϒŜyűΣ l·yŘĸ

Facilitator	
Date	
What part of your Emergency Response Plan are you testing?	9Øl·Ŏdzl·ú Building-Level Emergency Response Plan Incident Command System Cf22N tfl·yă l·yŘ !N$l· a l·LJă

tl·NűλŎλLJl·yűăϒ ² Ķ2 l·N$ ú$ŜŜ ĺŜè people?

What story will set the stage and ŜyŎ2dzNl·∃Ŝ LJl·NűλŎλLJl·yűă ű2 űKλy[about the problem?

Incident: ! ø l·ûŜN Y l·λy˝ű2 űKŜ ăŎK22f ōdzNăűăž l·yŘ ø l·ûŜN ű2 űKŜ ăŎK22f λă ăKdzű 2ŦŦ¢ {ûdzŘŜyűă l·yŘ ăúl·ŦŦ l·NŜ dzyl·ōfŜ ű2 ø l·ăK Kl·yŘăž ŦfdzăK ű2λfŜúăž l·yŘ ûKŜ Ŏl·ŦŜûŜNλl· λă dzyl·ōfŜ ű2 Ŏ2yűλyŒzŜ Y ŜI·f LJNŜLJl·Nl·ûλ2y˝ l·yŘ ŎfŜl·y˝dzLJ¢

Action: The principal assumes the role of **Incident Commander** *(as previously determined)* and determines that an **Evacuation** λă yŜŎŜăăl·N¢

¦ ăBƳ∃ ¸ 2dzℕ Cf22ℕ tfl·yã l·yŘ !ℕŜl· a l·LJăƳ

- 52Ŝă ŜØŜℕè2yŜ ƛyØ2fØŜŘ ƫy2ø K2ø ℕ2dzúŜă ú2ĸ₸ℕ2Y the school will be impacted?
- Communication with the teachers on the field trip

Y dzăű 2ÖŎdzℕ¢ Lă űKŜℕŜ ƛă l· ăl·₸Ŝ ℕ2dzúŜ ōl·Ŏƫ ű2 űKŜ ¢X ¶ , w Ð&E•p À

What story will set the stage and encourage participants to úKıy˥ I·ō2ʤú úKŜ LJ№2ōtŜY'K

Action: The principal assumes the role of **Incident Commander** *(as previously determined)*

Using Your Floor Plans and Area Maps:

- 52Ŝă ŜØŜ‴è2yŜ ʎyØ2tØŜŘ ʅy2ø K2ø ‴2dzűŜă

Tabletop Exercise: Lockdown

The purpose of a ¢ł·ōfŜűƨLJ 9ÈŜ₪ŎλăŜ λă úƨ LJ₪ƨØλŘŜ ł·y¯ƨLJLJƨ₪ůdzyλűè ŦƨN èƨdz₪ úŜł·Y¯ úƨ ₪ŜØλŜø ł·yŘ ŘλăŎdzăă úKŜλ₪ ₪ŜăLJƨyãŜă úƨ ł· ăλY¯dzfł·úŜŘ λyŎλŘŜyű ł·yŘ úƨ λŘŜyűλŦè úKŜ λyŦƨ₪Y¯ł·úλ2y£ ł·ŎűλƨyãΣ ł·yŘ y2úλŦλŎł·ûλ2yã úKł·ú ł·₪Ŝ ySŜŘŜŘΦ ! ¢ł·ōfŜűƨLJ 9ÈŜ₪ŎλăŜ λă λyűŜyŘŜŘ úƨ ∃ŜySŜ₪ł·úŜ ŘλăŎdzăăλ2y¯

KI·ØŜ I· ØŜI·LJ2y℗ ¢KŜ ăűdzŘŜyű Ŏ2Y·Ŝă 2dzűăλŘŜ 2₮ űKŜ ōdzλfŘλyƎ I·yŘ ăŜŜă űKŜ {wh I·yŘ LJI·ℕŜyű λyűŜℕI·ŎűλyƎ℗

Action: The principal assumes the role of **Incident Commander** *(as previously determined)* and determines that a **Lockdown** λă yŜŎŜăăI·ℕè℗

The Incident Commander assembles the building emergency response team and I·ŎűλØI·űŜă űKŜ L/{℗

ICS: *(Assign the necessary and relevant roles and alternates for the roles, or use previously assigned roles as per your Emergency Response Plan)*

- School Public Information Officer
- School Liaison Officer
- School Safety Officer
- Operations
- hLJŜℕI·űλ2 λ/{

	How do we improve? /2yãλŘŜℕ ℕŜăLJ2yãŜ ʎY˙LJℕ2ØŜY˙ŜyΰăΦ !fă2 consider improvements to: • [2Ŏ⌊Ř2øy˙!yŷŜÈ • Building-Level Emergency Response Plan • Incident Command System • Cf22ℕLJfI·yã I·yŘ !ℕŜI· a I·LJă