



**MISSOURI SCHOOL
BOARDS' ASSOCIATION**

New Rules for School Emergency Planning

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Center for Education Safety

A safety minded community will
make all the difference.

Empower yourself with Knowledge



Earthquake Video

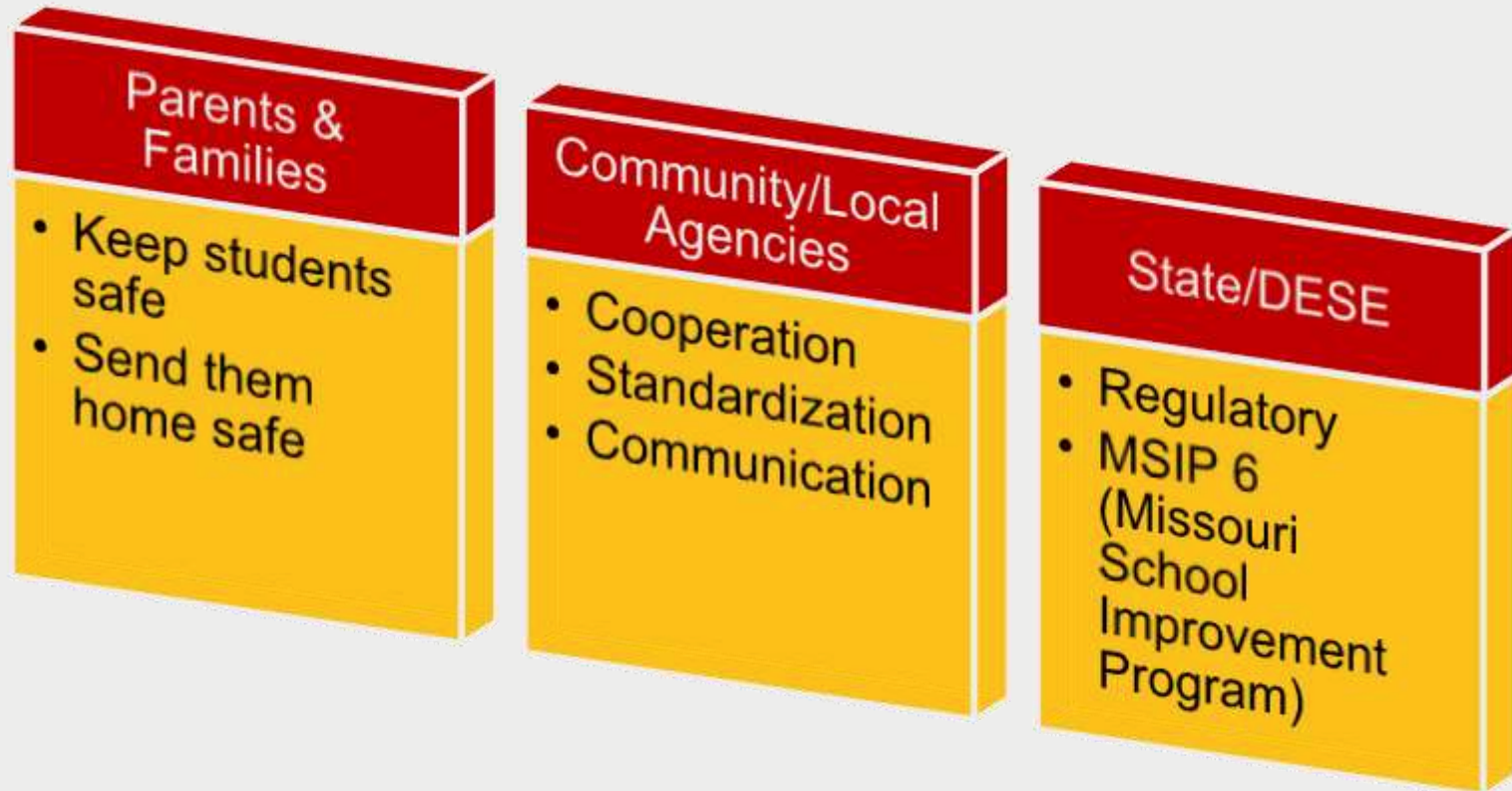




“By failing to prepare, you are preparing to fail.”

– Benjamin Franklin

Expectations



MSIP 6 School Safety Standards for the School System

- **Comprehensive EOP**
- **Designated Safety Coordinator**
- **Annual Physical Site Assessment**
- **Emergency Preparedness Drills**

- **Cyber/Privacy Security Plan**
- **State School Violence Anonymous Reporting System**
- **School Safety & Violence Prevention Training**

Emergency Operations Plan (EOP)

Includes most elements of the MSIP 6 standards:

1. Addresses listed plan elements.
2. Safety Coordinator roles are included.
3. Site assessment is used for development.
4. Drill schedules are included.
5. Annex covering Cybersecurity.
6. Identified roles for training, drills & education.

Putting it together as a Plan

Basic Plan section.

- Overview of approach to emergency operations.
- Provides guidance in development and outlines overall procedures.
- Primary audience: School, local emergency officials & community.

Functional Annexes.

- Details goals, objectives & courses of action.
- Applicable to more than one Threat or Hazard.

Threat & Hazard Specific Annexes.

- Specifies goals, objectives and courses of action to address specific type of hazard or threat.

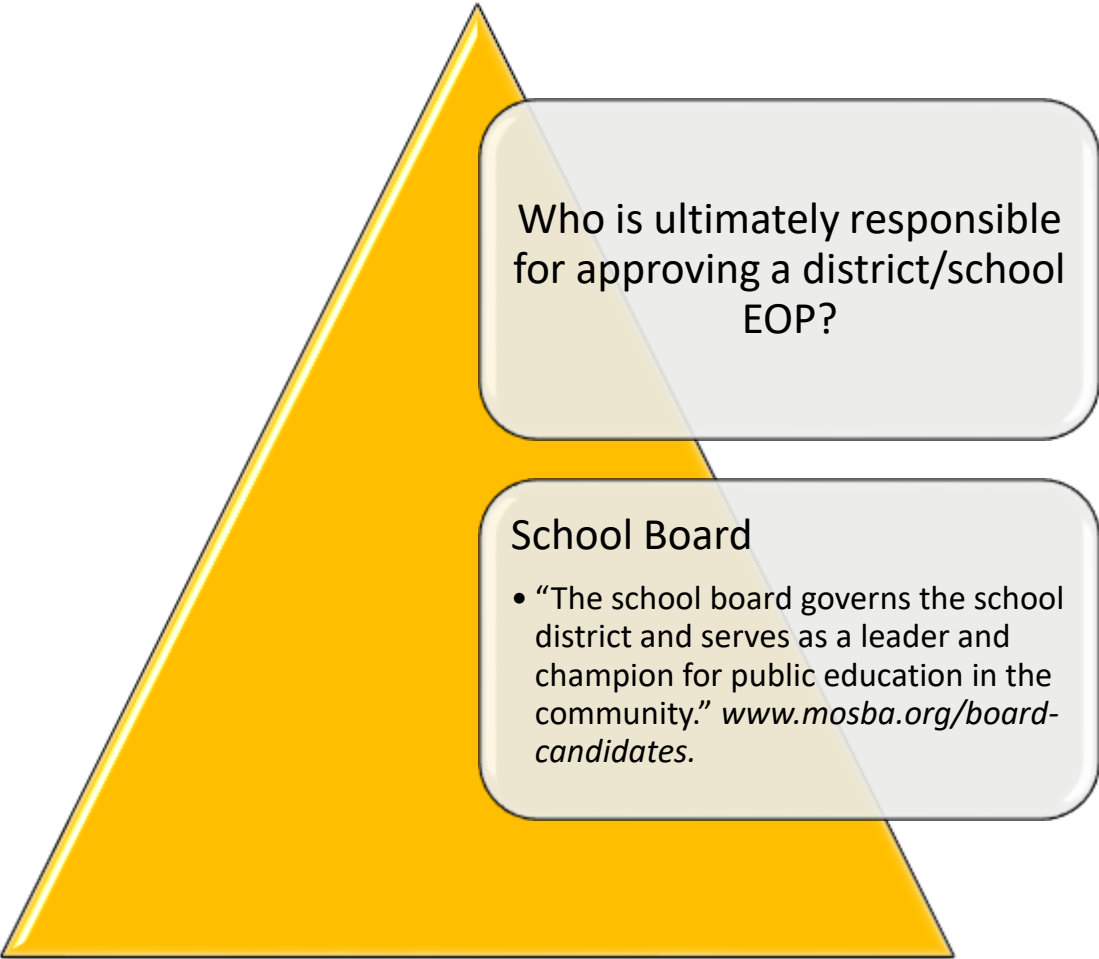
Murphy's Law

“Anything that can go wrong, will go wrong.”

Approve & Share the Plan



Approving the EOP

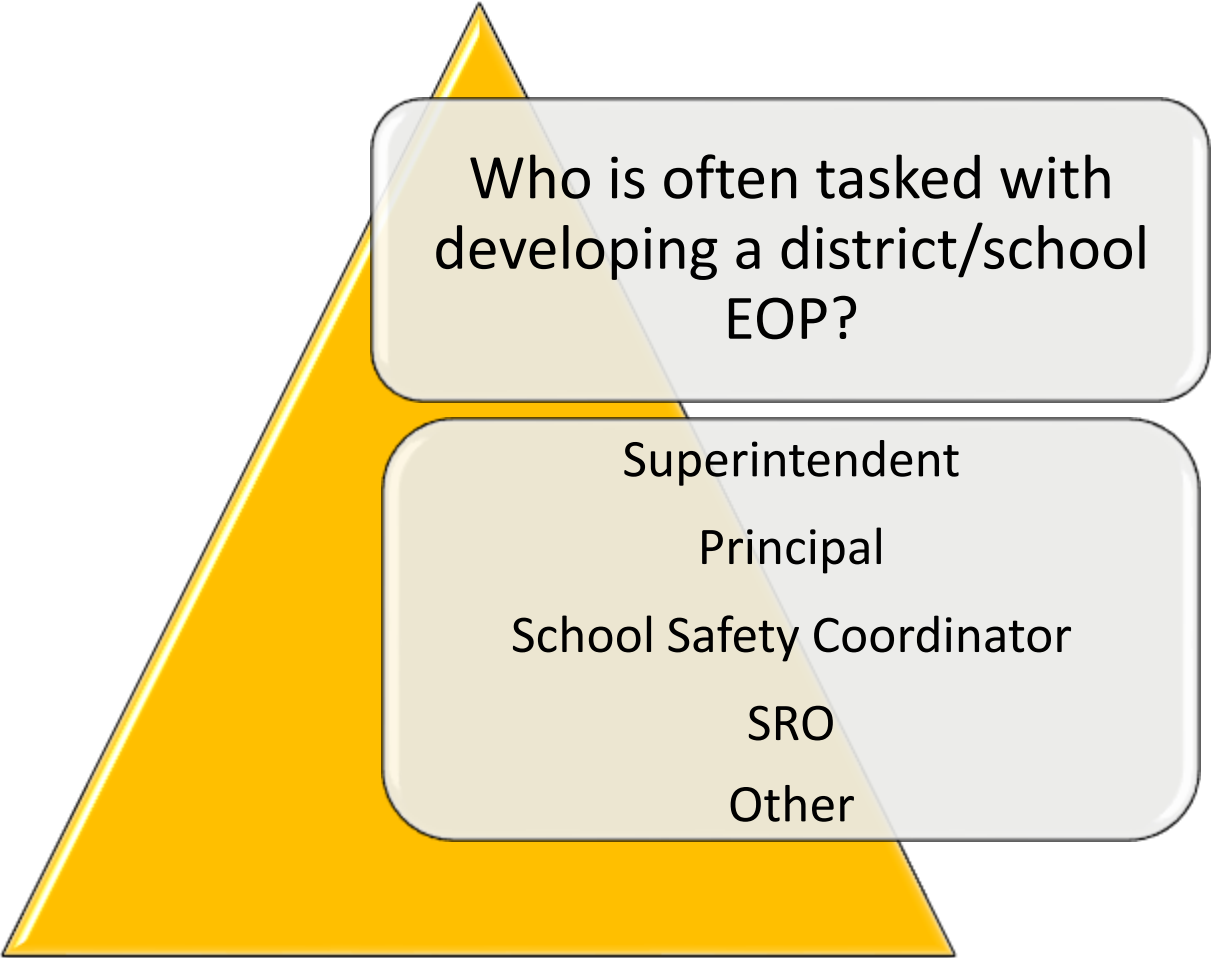


Who is ultimately responsible for approving a district/school EOP?

School Board

- “The school board governs the school district and serves as a leader and champion for public education in the community.” www.mosba.org/board-candidates.

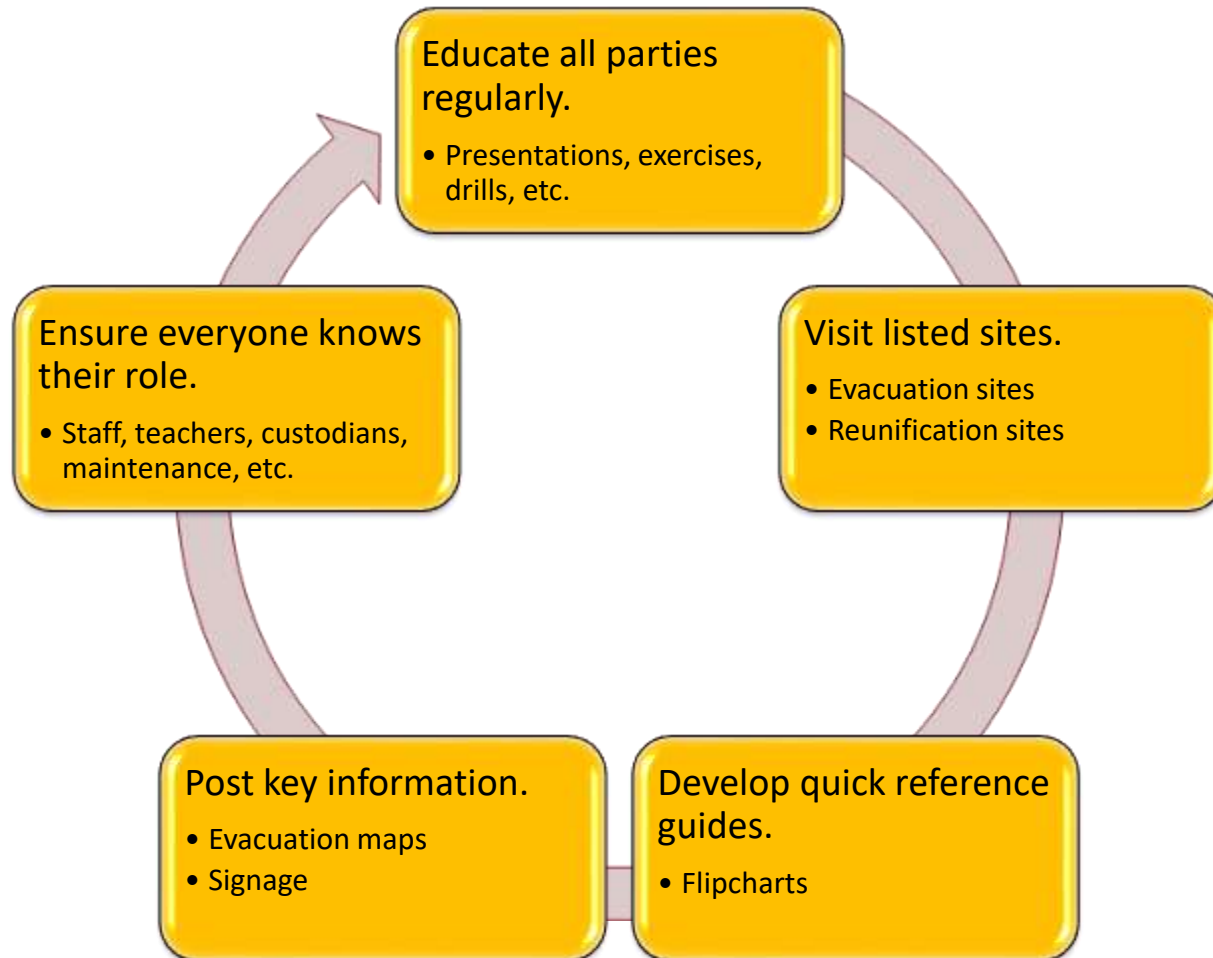
Developing the EOP



Who is often tasked with developing a district/school EOP?

Superintendent
Principal
School Safety Coordinator
SRO
Other

Implement & Maintain

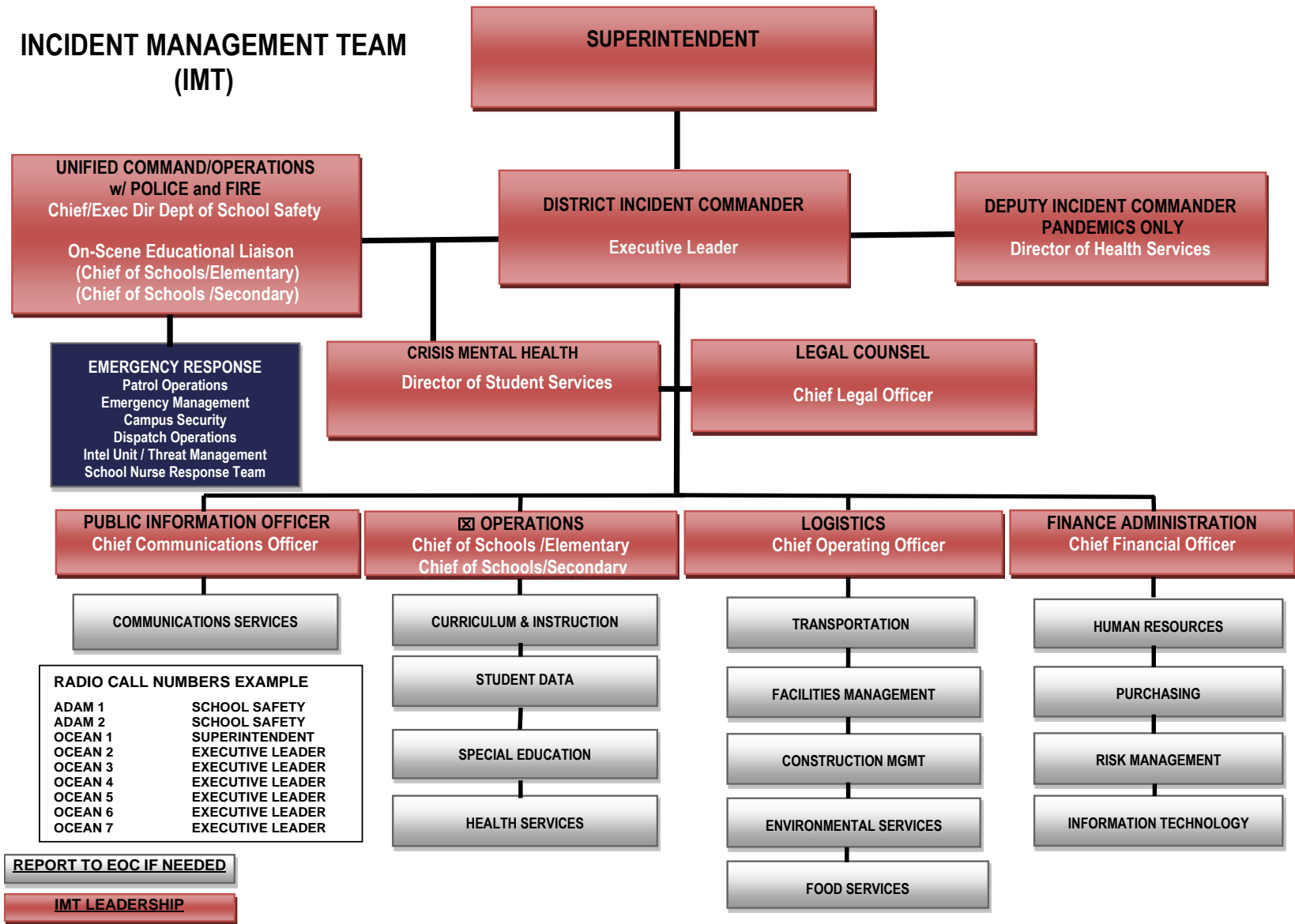


Exercise



- Tabletop Exercises: Small group discussions.
- Drills: Use of grounds & buildings to practice response to a specific scenario.
- Functional Exercises: Drills involving multiple partners & often system-wide.
- Full-scale Exercises: Drills involving multiple agencies & jurisdictions.

INCIDENT MANAGEMENT TEAM (IMT)



Drill Requirements

Earthquake

Tornado

Fire

Active Shooter

ShakeOut drill on October 19 at 10:19 AM

Create or update emergency plans

Put together an emergency supplies kit (go / evacuation bag, home or work supplies, etc.)

Establish local and out-of-area emergency contacts

Participate in first aid classes or community response team trainings

Secure furniture, heavy objects, wall hangings, etc. to prevent damage and injury

Retrofit your building(s)

Evacuate buildings (after Drop, Cover, and Hold On)

Activate Emergency Operations Center(s)

Test communications plans

Simulate emergency response procedures

Conduct a tabletop exercise for decision-makers

Natural Disasters

Natural disasters often occur with little or no warning, thus it is imperative that schools prepare teachers, staff and students to respond quickly and appropriately to each situation.

Quick and suitable responses can only occur through practice. It is extremely important that students and staff participate in drills to ensure that there is a proper response in classroom.

If students are not familiar with the response to natural disasters, chaos and panic can quickly develop during an emergency.

What is Continuity of Operations?

An effort within an organization to ensure the essential functions continue to be performed during a wide range of disruptions to routine operations.

The mission of the organization must still go on.

We have all been doing some form of a COOP since COVID-19.

Natural Hazards

Tornado

Earthquakes

Hurricanes

Floods

Technological Hazards

Power Failure

Water Failure

Dam Failure

Biological Hazards

Contaminated Food

Toxic materials

Infectious Diseases

Human Cause

Cyber Attack

Active Shooter

Fire

Creating a Task Force

Internal	External
Cabinet	First Responders
Principals	Red Cross
Nursing Staff	Places of Worship
Safety Personnel	Businesses
Facilities	Transportation
Technology	Public Works
Custodians	Parents/Community

What COOP is NOT

- COOP does not replace emergency response or recovery.
- COOP happens simultaneously within those phases.

What A Typical Emergency Response Looks Like



Pre-Event – Training, Drills, Tabletops

Incident Happens

Emergency Operations – Fire, EMS, PD Response

COOP Begins- Starts After Immediate Emergency Needs Are Met – Situation Stabilizes

Recovery Begins – Goes On Long-Term

COOP Ends – Essential Functions Established Again

Recovery Ends

Four Phases of COOP



Mission Essential Functions

1

Provide Vital
Services

2

Sustain The
Purpose Of The
Organization

3

Maintain Safety
And Security Of
The Campus

Mission Critical Personnel

Emergency
Employees

Activated By
School District

Perform
Assigned
Response Duties

Direction And Control

- List Out The Titles And Positions That Will Manage The COOP Operations.
 - THIS SHOULD NOT BE YOUR SUPERINTENDENT

Pre-Identify Alternate Critical Facilities

Identify Which
District Buildings
Are Most Critical

Pre-Select
Alternate
Locations For Each

Examples:

District
Maintenance
Building

Athletic Facility

Large Educational
Building

Personnel

Accountability +
Life Safety =
COOP

Must Account For
All Students, Staff
And Faculty

Life Safety Always
Takes Precedence
Over COOP

Poll

- How many of your school districts have participated with your local city/county emergency response agencies?

Relocation



LEASE
AGREEMENT/MOU



CAPACITY OF
BUILDING



NECESSARY TOOLS



SITE COST

Devolution Of Control

Primary to
Secondary

- -Transferring Roles
And Responsibilities

Turnover The Keys
To Castle

Line of Succession Template

- 1
- Superintendent Procedure 5650SP
- Superintendent Delegation of Authority and Line of Succession
- Approved by: U s/Dr. Brent C. Jones Date: 6/15/2022
- Dr. Brent Jones, Superintendent
- I. Background
- The Superintendent may be unavailable to sign official documents or take other official action. It will be necessary during those occasions for various official documents to be signed and for various orders and directions to be given on behalf of the Superintendent.
- In addition, there may be circumstances in which the position of Superintendent becomes vacant. It is therefore necessary and prudent to name the individuals authorized to act in event of the Superintendent's absence or during a vacancy in the position of Superintendent.
- II. Delegation of Authority and Line of Succession
- It is hereby ordered and directed that the following individuals, in descending line of succession and availability, are designated to act on behalf of the Superintendent in the event of an absence or vacancy. The powers and duties of Superintendent are hereby delegated to such individuals to be assumed and carried out during such absence or vacancy.
- (1) Deputy Superintendent (The Deputy Superintendent may also execute documents for the Superintendent at any time, whether the Superintendent is available or not.)
- (2) Associate Superintendent
- (3) Assistant Superintendent of Operations
- Approved: June 2012
- Revised: June 2022; May 2021; July 2019; July 2018; February 2016

MOU

Sample Memorandum of Understanding Template

Memorandum of Understanding

Between

(Partner)

and

(Partner)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the (partner) and the (partner) to (insert activity).

Background

(Why partnership important)

Purpose

This MOU will (purpose/goals of partnership)

The above goals will be accomplished by undertaking the following activities:

(List and describe the activities that are planned for the partnership and who will do what)

Reporting

(Record who will evaluate effectiveness and adherence to the agreement and when evaluation will happen)

Funding

(Specify that this MOU is not a commitment of funds)

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by

WHEN DOES RECONSTITUTION START

A Reconstitution Manager:

- Is Assigned Early

- Tracks The Status Of Each Department

- Evaluates What Resources Will Be Needed If Any

Phased Reconstitution



Primary Location
Restored



Operational
Equipment Restored



Staffing Levels
Restored



Vendor And Supply
Lines Restored

RECONSTITUTION VS RECOVERY

Reconstitution – Restoring Operations

Recovery – Long-Term Efforts

After Action And Review



Compile All Information And Data

Analyze The Loss

Look At Best Practices

Lessons Learned

Capture Them In AAR Or POAM

Online EOP Development Tool



- Web-based EOP development tool.
- Owned, vetted and offered by MSBA.
- Designed to assist school staff responsible for emergency planning.
- Effectively & easily create, store and share EOP.
- Includes a mobile app for controlled viewing.
- **Current funding for a 2-year NO COST subscription!**
 - **Offer expires June 1, 2023!**
- For more information, visit www.mosba.org/ces/ or
- Email us at ces@mosba.org or direct to Terrell at tbaker@mosba.org or Bob at Klausmeyer@mosba.org.

Sources

- REMS TA; rems.ed.gov.
- DHS; dhs.gov.
- FEMA; fema.gov.
- MSBA; mosba.org.
- YouTube.
- shakeout.org.



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