

RESOURCES SUPPORTING THE GUIDE FOR DEVELOPING HIGH-QUALITY EMERGENCY OPERATIONS PLANS FOR INSTITUTIONS OF HIGHER EDUCATION

EMERGENCY MANAGEMENT AND KEY PLANNING PRINCIPLES

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Español - Colaboración: La Clave para una Asociación Exitosa. Available at http://rems.ed.gov/docs/REMSX_Vol4Issue1_Spanish.pdf.
- *Integrating Students with Special Needs and Disabilities Into Emergency Response and Crisis Planning*, (REMSExpress, Vol. 2, Issue 1, 2006). Available at http://rems.ed.gov/docs/Disability_NewsletterV2I1.pdf.
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THE PLANNING PROCESS

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Step One: Form a Collaborative Planning Team

State Resources for Identifying Local Partners

Centers for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services (HHS). *State Health Departments* Webpage. Available at http://www.cdc.gov/nchs/nvss/state_health_departments.htm.

Federal Bureau of Investigation (FBI), U.S. Department of Justice (DOJ). *Local Federal Bureau of Investigation Field Offices by State* Webpage. Available at http://www.fbi.gov/contact-us/field/listing_by_state.

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS). *State Offices and Agencies of Emergency Management* Webpage. Available at <http://www.fema.gov/regional-operations/state-offices-and-agencies-emergency-management>.

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center. *State Safe School Centers* Webpage. Available at <http://rems.ed.gov>.

U.S. Department of Education (ED). *State Education Agencies* Webpage. Available at http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_cd=SEA.

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- *Establishing and Developing Strategic Partnerships with Media Representatives*, (Helpful Hints, Vol. 2, Issue 8, 2007). Available at http://rems.ed.gov/docs/HH_Vol2Issue8.pdf.
- *Tapping into Nontraditional Community Partners for Emergency Management*, (REMSExpress, Vol. 3, Issue 1, 2007). Available at <http://rems.ed.gov/docs/TapIn2CommunityPartners4ERMgmt.pdf>.

Step Two: Understand the Situation

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), (April 2012). *Comprehensive Preparedness Guide 201: Threat and Hazard Identification and Risk Assessment Guide*. Available at <http://www.fema.gov/library/viewRecord.do?id=5823>.

Site Assessments

American Clearinghouse on Educational Facilities (ACEF).

- *Safe School Facilities Checklist*, (2011). Available at http://rems.ed.gov/Docs/ACEF_ED_Facilitiesvulnerability-Hazardchecklist.Pdf.
- *The Vulnerability Assessment Process Webinar*, (2011). Available at <http://www.acefacilities.org/webinars>.

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U.S. Department of Education (ED).

- *Guide To School Vulnerability Assessment: Key Principles for Safe Schools*, (2008). Available at http://rems.ed.gov/Docs/VA_Report_2008.Pdf.

Español - Guía para las evaluaciones de vulnerabilidad escolar. Available at http://rems.ed.gov/docs/4.%20REMS%20Guide%20to%20School%20Vulnerability%20Assessments_SPANISH.pdf.

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Culture and Climate Assessments

Office of the President, University of California. *Campus Climate Survey Webpage*. Available at <http://campusclimate.ucop.edu/what-is-campus-climate/index.html>.

School Behavioral Threat Assessment

Safe School Initiative (SSI), U.S. Secret Service (SS) and U.S. Department of Education (ED).

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Capacity Assessment

Emergency Management Institute, Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), (2009). *Staff Skills Survey Form*. Available at <http://training.fema.gov/EMIWeb/emischool/EL361Toolkit/SampleFormsChecklistsExercises.htm>.

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- *Automatic External Defibrillators (AEDS) and CPR Training*, (Success Stories, Vol. 1, Issue 3, 2011). Available at http://rems.ed.gov/docs/SS_Vol01Issue03_DaytonaState.pdf.
- *Emergency "Go-kits"*, (Helpful Hints, Vol. 1, Issue 2, 2006). Available at http://rems.ed.gov/docs/HH_Vol1Issue1.pdf.
- *Teen CERT: Connecting School Emergency Management and Youth Preparedness Webinar*, (2012). Available at http://rems.ed.gov/display.aspx?page=training_webinars_current&w_id=6#webinar_06.

Step Three: Determine Goals, and Objectives and Step Four: Plan Development (Identifying Courses of Action)

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), (2005). *Special Events Contingency Planning, Job Aids Manual*. Available at <http://training.fema.gov/EMIWeb/downloads/is15aSpecialEventsPlanning-JAmanual.pdf>.

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center (2010). *NIMS Implementation Activities for Schools and Institutions of Higher Education* Webpage. Available at http://rems.ed.gov/display.aspx?page=resources_NIMS.

- [Checklist: NIMS Implementation Activities for Schools and IHEs](#)
- [Comprehensive NIMS Implementation Activities for Schools and IHEs](#)
- [Frequently Asked Questions](#)
- [NIMS Activity-By-Activity Description and Guidance for 2009-2010](#)
- [NIMS Training for K-12 Schools and Institutions of Higher Education](#)

Step Five: Prepare, Review, and Approve the Plan

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center.

- *Planning and Conducting a Functional Exercise*, (Helpful Hints, Vol. 2, Issue 4, 2007). Available at http://rems.ed.gov/docs/HH_Vol2Issue4.pdf.
- *ShakeCast: How the Los Angeles Unified School District Uses Technology to Prepare for and Respond to Earthquakes*, (Success Stories, Vol. 2, Issue 3, 2012). Available at http://rems.ed.gov/docs/SS_Vol02Issue03_ShakeCast.pdf.

Step Six: Implement and Maintain the Plan

Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS). *Independent Study Courses*. Available at <http://training.fema.gov/EMICourses/>.

- *IS-100.SCa, Introduction to the Incident Command System for Schools*, (2010).
- *IS-120.a, An Introduction to Exercises*, (2008).
- *IS-200.b, ICS for Single Resources and Initial Action Incidents*, (2010).
- *IS-362A, Multi-Hazard Emergency Planning for Schools*, (2010).
- *IS-700.a, National Incident Management System (NIMS), An Introduction*, (2010).
- *IS-800.b, National Response Framework, An Introduction*, (2010).
- *G-402, Incident Command System(ICS) Overview for Executive/Senior Officials*, (2012).

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Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center.

- *American Sign Language (ASL) Course on Emergency Management and Deaf or Hard of Hearing Populations*, (Success Stories, Vol. 1, Issue 2, 2011). Available at http://rems.ed.gov/docs/SS_Vol01Issue02_RIT.pdf.
- *Code Blue: Seton Hall University Website for Emergency Preparedness and Response*, (Success Stories, Vol. 2, Issue 1, 2011). Available at http://rems.ed.gov/docs/SS_Vol02Issue01_SetonHall.pdf.
- *Promoting Emergency Preparedness Among Non-English Speaking Students*, (Success Stories, Vol. 2, Issue 2, 2012). Available at http://rems.ed.gov/docs/SS_Vol02Issue02_Miami.pdf.

PLAN CONTENT

The Basic Plan

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS), *National Incident Management System* Webpage. Available at <http://www.fema.gov/national-preparedness/national-incident-management-system>.

Functional Annexes Content

Continuity of Operations (COOP) Annex

Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS). *Independent Study Courses*. Available at <http://training.fema.gov/EMICourses/>.

- *IS 546A - Continuity of Operations Planning Awareness, (2009)*
- *IS 547A - Introduction to Continuity of Operations Planning, (2009)*

National Continuity Programs (NCP) Directorate, Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS).

- *Continuity of Operations* Webpage. Available at <http://www.fema.gov/continuity-operations>.
- *Continuity of Operations Division Training* Webpage. Available at <http://www.fema.gov/about/org/ncp/coop/training.shtm>.
- *Continuity Planning in Our Nation's School Systems* Webinar. Available at <https://connect.hsin.gov/p89036396/?launcher=false&fcsContent=true&pbMode=normal>.

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center.

- *Continuity of Operations (COOP) Planning for Institutions of Higher Education* Webinar, (2012). Available at http://rem.ed.gov/display.aspx?page=training_webinars.
- *Continuity of Operations (COOP) Planning* Training Materials, (2011). Available at <http://rem.ed.gov/docs/repository/00000384.pdf>.

Recovery Annex

Los Angeles Unified School District Trauma Services Adaptation Center. *Trauma Services Adaptation Center for Schools and Communities* Webpage. Available at http://notebook.lausd.net/portal/page?_pageid=33,1049552&_dad=ptl&_schema=PTL_EP.

National Association of School Psychologists (NASP). *School Safety and Crisis Resources* Webpage. Available at http://www.nasponline.org/resources/crisis_safety/.

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- *Coping with the Death of a Student or Staff Member*, (REMSExpress, Vol. 3, Issue 2, 2007). Available at http://rems.ed.gov/docs/CopingW_Death_StudentOrStaff.pdf.
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- *Responding to a Suicide Cluster: Palo Alto School District*, (Lessons Learned, Vol. 5, Issue 2, 2010). Available at http://rems.ed.gov/docs/LL_Vol5Issue2.pdf.

Español - Cómo responder a Suicidios en grupo: Distrito Escolar de Palo Alto.

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- *Retraumatization: How One College Campus Responded to Emotional Reinjury*, (Lessons Learned, Vol. 5, Issue 3, 2010). Available at http://rems.ed.gov/docs/LL_Vol5Issue3.pdf.

Substance Abuse and Mental Health Services Administration (SAMHSA).

- *Disaster Behavioral Health Information Series (DBHIS) Resource Collections* Webpage. Available at <http://www.samhsa.gov/dtac/dbhis>
- *Disaster Distress Helpline*. Available at <http://www.disasterdistress.samhsa.gov/>, <https://twitter.com/#!/distressline>, <https://www.facebook.com/distresshelpline> or by phone and TTY for Deaf/Hearing Impaired:
 - Phone: 800-985-5990
 - Text: TalkWithUs to 66746
 - TTY: 1-800-846-8517
- *Disaster Technical Assistance Center (DTAC)* Webpage. Available at <http://www.samhsa.gov/dtac/>.
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Substance Abuse and Mental Health Services Administration (SAMHSA) and The National Suicide Prevention Lifeline. *You Matter Campaign*. Available at <http://www.youmatter.suicidepreventionlifeline.org/>, <http://youmatterlifeline.tumblr.com/>, <https://www.facebook.com/youmatterlifeline>, <http://www.youtube.com/800273TALK>, and <https://twitter.com/#!/800273TALK>.

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Threat and Hazard Specific Annexes

Federal Emergency Management System (FEMA P-424), *Risk Management Series-Design Guide for Improving School Safety in Earthquakes, Floods, and High Winds*, (December 2010). Available at <http://www.fema.gov/library/viewRecord.do?id=1986>.

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- *Communication and Collaboration During Natural Disasters: The Lessons Learned from Past Experience*, (Lessons Learned, Vol. 3, Issue 2, 2008). Available at http://rems.ed.gov/docs/LL_Vol3Issue2.pdf.

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- *Incorporating Chemical Hazards into an Emergency Management Plan*, (Lessons Learned, Vol. 2, Issue 4, 2007). Available at http://rems.ed.gov/docs/LL_Vol2Issue4.pdf.

- *Managing an Infectious Disease Outbreak in a School*, (Lessons Learned, Vol. 2, Issue 3, 2007). Available at http://rems.ed.gov/docs/LL_Vol2Issue3.pdf.
- *Preparing for a Cyber Security Breach Before One Occurs*, (Lessons Learned, Vol. 5, Issue 1, 2010). Available at http://rems.ed.gov/docs/LL_Vol5Issue1.pdf.
- *Recovering from Natural Disasters: Preparation is Key*, (Lessons Learned, Vol. 2, Issue 5, 2007). Available at http://rems.ed.gov/docs/LL_Vol2Issue5.pdf.
- *Recurring Flooding at Oak Grove Lutheran School in Fargo, North Dakota*, (Lessons Learned, Vol. 6, Issue 1, 2012). Available at http://rems.ed.gov/docs/LL_Vol6Issue1.pdf.
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- *Natural Disasters Information* Webpage. Available at <http://www.ready.gov/natural-disasters>.
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- *Technological and Accidental Hazards Information* Webpage. Available at <http://www.ready.gov/technological-accidental-hazards>.

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A CLOSER LOOK

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act)

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- *Handbook for Campus Safety and Security Reporting*. Available at <http://www2.ed.gov/admins/lead/safety/handbook.pdf>.

U.S. Government Printing Office (GPO), 2011. *Institutional and Financial Assistance Information for Students, (2011 Edition)*. Available at <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap28-subchapIV-partF-sec1092.htm>.

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- *Preamble to the Final FERPA Regulations*, (December 2, 2011). Available at <http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/html/2011-30683.htm>.
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- *The Family Policy Compliance Office (FPCO) Webpage*. Available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.
- *Parents' Guide to the Family Educational Rights and Privacy Act: Rights Regarding Children's Education Records* (2007). Available at <http://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf>.

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Psychological First Aid

The National Child Traumatic Stress Network (NCTSN) and the National Center for PTSD, (2012). *Psychological First Aid for Schools – Field Operations Guide*. Available at <http://www.nctsn.org/content/psychological-first-aid-schoolspfa>.

Climate

National Center on Safe Supportive Learning Environments Webpage. Available at <http://safesupportiveschools.ed.gov/index.php?id=133>.

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Incorporating International Students in IHE Emergency Management and Planning

U.S. Department of Education (ED).

- *Family Policy Compliance Office*. Available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html> and:

400 Maryland Avenue SW
Washington, DC 20202-8520
Phone: 1-800-872-5327 (1-800-USA-LEARN)
- Office of Postsecondary Education. Available at <http://www2.ed.gov/about/offices/list/ope/index.html>

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