



Readiness and Emergency Management for Schools (REMS)

SCHOOL EMERGENCY MANAGEMENT: AN OVERVIEW

Key Elements in School Emergency Management Planning Webinar Resources

January 29, 2013 5:00 p.m. EST

Purpose of Webinar

Key Elements in School Emergency Management Planning is a 90-minute webinar designed to provide an overview of the key elements involved in comprehensive, all-hazards school emergency management planning.

Overview of Session

This webinar offers basic information to help individual schools and school districts learn about how comprehensive, all-hazards plans are developed, implemented, and maintained. Immediately following the one-hour presentation is a 30-minute question and answer session, and directions on how to access more information and resources.

Presenter

Gina S. Kahn, M.Ed.

CAGS, Director-Safe Schools/Healthy Students Program

Hampden-Wilbraham Regional School District

Thornton W. Burgess Middle School

Information and Resources

The REMS TA Center has numerous resources for use by districts and schools to help build their school emergency management capacity. These include the following:

U.S. Department of Education & REMS TA Center Publications:

Helpful Hints is a series of short publications that are designed to offer a quick *overview* of school emergency preparedness topics that are frequently the subject of inquiries from the field. Please go to <http://rems.ed.gov/display.aspx?page=publications> *Helpful Hints* to see publications dealing with Emergency Management 101 issues, such as the following:

Vol. 2, Issue 1 (2007) "[Steps for Developing a School Emergency Management Plan](#)"

Vol. 2, Issue 2 (2007) "[Components of Comprehensive School and School District Emergency Management](#)" Plans

Vol. 2, Issue 4 (2007) "[Planning and Conducting a Functional Exercise](#)"

Vol. 3, Issue 1 (2008) "[Engaging Students In Emergency Management](#)"

The *REMSExpress* newsletter was developed by the REMS TA Center to provide a forum to the field on comprehensive information on key issues in school emergency management. Please go to <http://rems.ed.gov/display.aspx?page=publications> *REMS Express* to view these past issues, including the following relevant to basic emergency management planning:

Vol. 2, Issue 8 (2006) "[Creating Emergency Management Plans](#)"

Vol. 2, Issue 5 (2006) "[Food Safety and Food Defense for Schools](#)"

Vol. 2, Issue 3 (2006) "[Emergency Exercises: An Effective Way to Validate School Safety Plans](#)"

Vol. 2, Issue 1 (2006) "[Integrating Students with Special Needs and Disabilities Into Emergency Response and Crisis Planning](#)"



Readiness and Emergency Management for Schools (REMS)

The “*Practical Information on Crisis Planning Guide*” was developed by the U.S. Department of Education to provide schools and their communities with a general introduction to school emergency management as it applies to schools and basic guidelines for developing school crisis management plans. It outlines the four phases of school emergency management and provides checklists of the critical issues encountered in each phase. The *Guide* also provides information on specific elements of crisis management, including leadership, communication and the Incident Command System (ICS).

This is available at: <http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>

Additional publications on emergency management created by the U.S. Department of Education and the REMS TA Center can be found here: http://rems.ed.gov/display.aspx?page=publications_General.

Distance Learning Opportunities: The REMS TA Center offers multiple distance learning opportunities, including a portfolio of online courses, as well as webinars featuring a web conference presentation from experts in the field of emergency management.

- **Webinars** are archived and made accessible anytime at http://rems.ed.gov/display.aspx?page=training_webinars

Recent relevant topics include:

- The Role of School Nurses in School Emergency Management Planning
(http://rems.ed.gov/display.aspx?page=training_webinars_past&w_id=2#webinar_02)
- The Role of the National Incident Management System (NIMS) and the Incident Command System (ICS) in School Preparedness
(http://rems.ed.gov/display.aspx?page=training_webinars_past&w_id=4#webinar_04)
- Emergency Planning for Students with Disabilities and Special Needs
(http://rems.ed.gov/display.aspx?page=training_webinars_past&w_id=1#webinar_01)

Email info@remstacenter.org to be notified about upcoming webinars.

- **REMS TA Center Online Courses** are currently being updated and a comprehensive curriculum will be rolled out in coming months, including a full range of basic and advanced topics in emergency management for schools. Email info@remstacenter.org to be updated on the launching of new online courses.
- **Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI)** FEMA's Emergency Management Institute (EMI) offers a series of online Independent Study Courses, including “Multi-Hazard Emergency Planning for Schools” and the required NIMS courses that are highly recommended. These are accessible at: <http://training.fema.gov/IS/>

Resource Repository: The Resource Repository is a virtual library of tools developed by school emergency managers containing relevant resources pertinent to the needs of local education agencies (LEAs) and institutions of higher education (IHEs) and their partners as they engage in the process of school emergency management planning. These resources include sample drills, tabletops or other exercises; job descriptions; memorandums of understanding (MOU) with community partners; organizational charts; planning guidelines or sample policies; or school emergency management plans and their component tools and templates, for use as examples.