

Examples of Individuals and Organizations to Include on a School Collaborative Planning Team

The planning team should include representation from various stakeholder groups in the community that may be involved before, during, or after an emergency. The following groups and types of practitioners represented by those groups are examples of planning team members from the school and surrounding community.

School district or Local Education Agency (LEA)

- Superintendent
- District law enforcement, safety, security, and emergency management staff
- School board representatives
- District-level policymakers responsible for providing regarding resources before, during, or after an emergency
- Representatives from other schools

School community

- School leadership
- School administrators
- Educators
- School psychologists
- School counselors
- Nurses
- Facilities managers, maintenance personnel, and custodial staff
- Transportation managers
- Food personnel
- Family services representatives
- Families
- School Resource Officers (SROs)/ school-based safety and security officers
- Students
- Information Technology (IT) Specialists

Individuals and organizations representing the diverse interests of the whole school community

- Students, staff, or parents with disabilities or other access and functional needs
- Students, staff or parents who are racial or ethnic minorities
- Students, staff or parents who belong to religious organizations
- Students, staff or parents with limited English proficiency (LEP)

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

Examples of Planning Team Members

Local community partners with a responsibility in school emergency management and with information on the community

- Local emergency management staff
- Emergency medical services (EMS) personnel
- Fire officials
- Local public and community mental health practitioners
- Law enforcement officers

State Department of Education or State Education Agency (SEA)

- SEA emergency management staff
- State School Safety Center staff
- School safety advisory committees

State community partners

- State emergency management and homeland security officials
- State law enforcement officers, including field office staff of the Federal Bureau of Investigation (FBI), U.S. Drug Enforcement Administration (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), etc.
- Staff from the state department of fire or state fire marshal
- State department of health staff, including staff that are responsible for public and mental health

Additional partners with a role in school emergency management

- Policy makers and local elected officials
- Business partners
- Community-based religious organizations
- Community-based youth organizations
- Federal emergency management and homeland security officials
- District and State Attorney General
- Disaster organizations (e.g., American Red Cross)
- Local social services departments
- Media