

Beech Grove City Schools Crisis Management Plan

Integration and Implementation of the National Incident Management System



Beech Grove City Schools

- 3,150 Students
- 5 School Buildings
- Administration Office
- Transportation Building
- Maintenance Department in HS
- 230 Certified Staff
- 175 Non-Certified Staff



















Tornado 2002



FEMA



City of Beech Grove Incident Management System





In the event the City of Beech Grove determines a crisis situation exists. The Beech Grove City Schools in conjunction with the Mayors Office, Police Department, Fire Department, and Public Works will establish an Emergency Operation Center (EOC). A management team will be established within the EOC called Unified Command under the Incident Command System. Leaders from all working organizations will be represented to establish a decision making process on how to effectively and safely mitigate or handle the event.

Unified Command

Planning Section	Operations Section	Logistics Section	Finance & Administration Section
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The Beech Grove City Schools will be directed by their representative within the Emergency Operations Center. All information to the community and parents will be provided through the media (news and radio stations) and reverse 911.



FEMA



**Beech Grove City School System
Crisis Management Plan
&
National Incident Management System (NIMS) Implementation**

FORWARD

In Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent Nationwide approach for Federal, State, and Local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among Departments and agencies at all levels of government. Aside from the requirements of the HSPD, the City of Beech Grove School System possesses significant responsibility as a signatory to the National Response Plan (NRP). Implementing the NIMS strengthens the school system's capability and resolve to fulfill its responsibility to the students, parents, and teachers in times of emergency.

The following NIMS Implementation will help ensure the school system has fully incorporated the NIMS into the crisis management plan, procedures, and policies. This plan also provides guidance for all division within the school system to ensure that all personnel are appropriately trained in the NIMS and prepare to effectively and efficiently execute the school system's duties under the City of Beech Grove's Emergency Response Plan and the NRP at all times.

Superintendent of Beech Grove Fire Chief City of Beech Grove Police Chief/City of Beech Grove Schools City Mayor City of Beech Grove






Types of Crisis Events

- Bomb Threat
- Biological Agents
- Chemical Spill
- Child Abuse/Neglect
- Death of Staff/Student
- Demonstration
- Earthquake
- Fire/Explosion
- Flash Flood
- Hostage
- Hostile Intruder
- Illness/Hospitalization
- Nuclear Disaster
- Suicide
- Terrorism
- Tornado
- Weapon
- Winter Storm





BGCS Safe Schools Program

District Team
Adminstrators
School Safety Specialist
BGPD / BGFD

District Sub-Com m ittee Team
Building Representatives / Transportation / Maintenance / Food Service
School Safety Specialist
BGPD / BGFD





Crisis Management Team

- Administrators
- Counselors
- Nurse / Health aide
- Teachers
- Home/school advisor
- Outsource providers
- Support staff representatives





Community Service Providers

- Emergency Assistance
- Hotlines
- Counseling Services
- Self-help Groups
- Health Services
- Law Enforcement



What Is Emergency Management?

Emergency management is an organized, **four-phase process** by which communities:

• **Prevention /Mitigation:**

The degree to which emergency management is effective depends heavily on the emergency planning process.

• **Preparedness:** For hazards that cannot be prevented, or mitigated.

• **Response:** To emergencies that occur.

• **Recovery:** From emergencies to restore the community to its pre-emergency condition.



Prevention - Schools

- Code of Conduct
- Activity Groups
- Tip Hotline
- District School Community Council
- Bullying Programs
- School Environment Training (Staff, Students, Parents, Community)
- Dress Code
- Social Media



Mitigation - Schools

- Building blue prints – BGF D / BGPD
- Laminated glass / Building construction
- Anchoring storage cabinets and bookshelves
- A.E.D. machines



Beech Grove High School Security Doors







Preparedness - Schools

- **Emergency (Crisis) Management Plan**
- **Polices and procedures**
- **Training and simulations activities**
- **Equipment and resources**





Crisis Preparedness

- Incident Command
- Emergency Bags
- Flashlights & Lanterns
- Labeling Entrance Doors
- Dog Searches
- Hand-Held Metal Detectors
- Walkie/Talkies
- Crisis Tip Line
- Surveillance Cameras (Hallways, Cafeteria, Buses)
- School Blue Prints
- District-wide Evacuation Maps (BGFD)
- MECA Radio
- SDS Back-up
- Cell Phones
- Skylert





Crisis Preparedness

- Fieldtrip Procedures
- Student and Staff Medical Emergency Information
- Quick Reference Crisis Response Guide (Flip Chart)
- Crisis Response District Tubs



Response - Schools

- Implementation of Plan



Recovery - Schools

- Pre-Crisis
- During the Crisis
- Post-Crisis





Breaking the Code of Silence BGHS

- Renaissance
- Activity Block
- Hornet Mentors
- Peer Tutoring
- Student Council
- Student Leadership Team
- Hornet Camp
- Crisis Tip Line
- Hornet Pledge
- Mailbox
- District Schools / Community Council





Emergency Bag

- First-Aid Fanny Pack
- Clipboard
- Class Rosters with Phone Numbers
- Quick Reference Crisis Response Guide
- Media / Press Release Guide
- Flashlights
- Emergency Phone List
- Face Shields
- CPR Resuscitator (Admin)
- Orange Vest (CMT)
- Hand-Held TV (Admin)
- Student Enrollment List



Emergency Tub

- Extra Batteries for Flashlights
- Extra Batteries for Walkie/Talkie
- Extra Flashlights
- NIMS Protocol Manuals
- Blankets
- NIMS Vests
- Clipboards, Pencils and Pens, notebooks
- Bull Horn
- NIMS Mobile Work Station



General Safety Protocol Reminders

- Outside doors of the building locked / checked periodically by all staff members.
- Be aware of the environment around you - be observant.
- Review with students not to let someone in a locked door (even if they know the person). All visitors should enter the building through the front door.
- If you see an adult in the hallway without a visitors badge, stop them and escort them to the office.



Reminders

- Keep your classroom door locked.
- Teacher's proximity when observing students while walking in line to the restroom, lunch, recess, etc. (large class - two rows)
- When leaving the building during the day with your class take a two-way radio.
- Items to take with you when evacuating the building. Your car keys and the emergency bag (flip chart, class roster, first aid pack, clipboard, face shield, paper and pens/pencils).



Reminders

- Always have an alternative evacuation route.
- Additional items that could be included in the emergency bag are multiple games that could be utilized to play with the students to keep their attention and keep them calm while sheltering in place or at the reunification site.
- Any staff member can pull the fire alarm!



Drills

Drills to perform with Staff & Students (All Schools)

- Evacuation
- Reverse Evacuation
- Tornado
- Shelter-In-Place
- Lock-Down



On February 28, 2003, President Bush issued Homeland Security Presidential Directive – 5. HSPD – 5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System.

NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents



Henryville Tornado

Video



Why Do We Need NIMS?

Lessons learned have shown the need for:

- A coordinated response.
- Standardization.
- Interoperability.



What is NIMS?

- A comprehensive, national approach to incident management
- Applicable at all jurisdictional levels and across disciplines

The intent of **NIMS** is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, **regardless of size and complexity.**
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.



NIMS Concepts and Principles

NIMS is:

- **Flexible** to enable all responding organizations to **work together**.
- **Standardized** to improve overall response and **interoperability**.



NIMS Standard Structures

- **Incident Command System (ICS)** is a standard, on-scene, all-hazard incident management system
- **Multi-agency Coordination Systems** are a combination of facilities, equipment, personnel, procedures, and communications integrated into a common framework for coordinating and supporting incident management



ICS Features

- **Common Terminology**
- **Organizational resources**
- **Manageable span of control**
- **Organizational facilities**
- **Use of position titles**
- **Reliance on an Incident Action Plan**
- **Integrated communications**
- **Accountability**



Common Terminology

The ability to communicate within **ICS** is absolutely critical. Using standard or common terminology is essential to ensuring efficient, clear communications.

The use of **"clear text"** – communication without the use of agency-specific codes or jargon.





BGCS Alert Codes

- **P.A. Announcement** – P.A. Announcement: **"Use Clear Text", plain English.**
- **Communication Devices:** E-mail
- **Card System** Verbal
- **Phone Tree** P.A.
- **Bull Horn**
- **Hall Runners**
- **Lockdown** – **Safety is the priority, complete lockdown, move students away from the door (line of sight), shut windows, turn off lights, and administrator will provide additional information.**



BGCS Building Security Protocol

Lock Out - Normal school day. Entrance into the building is through the front door - buzz to office system.

Lock In - Students are in class and education is continuing. There maybe an issue out in the community that does not directly affect BGCS.

Lock Down - The building is shut down - there is a safety issue directly related to our students.

The school does not allow anyone in/or out of the building without authorization.



Organizational Resources

- Personnel
- Facilities
- Equipment
- Supplies

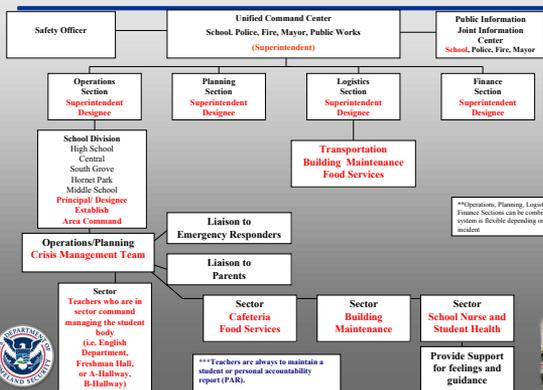


Management Span of Control

Maintaining adequate span of control throughout the **ICS** organization is critical. Effective span of control may vary from **three to seven**, and a ratio of **one** supervisor to **five** reporting elements is recommended.



School Positional Description within Unified Command



SCHOOL CRISIS ORGANIZATION CHART

Public Information Officer _____	COMMAND POST Command Ldr. _____ Documentation _____ Communications _____ Location _____	Backup Command Leader 1. _____ 2. _____
First Aid Medical Leader _____ Alt. _____ Staff _____ Psychological (Crisis) Leader _____ Alt. _____ Staff _____	Search and Rescue Number of Teams _____ Coord. _____ Alt. _____	Resource Management Leader _____ Alt. _____
Assembly Area Leader _____ All staff not assigned to other areas. Location _____	Team 1 _____ _____	Fire Suppression Team 1 Ldr. _____ Alt. _____ Team 2 Ldr. _____ Alt. _____
Reunion Gate Leader _____ Alt. _____ Staff _____ Location _____	Team 2 _____ _____	Hazardous Materials Leader _____ Alt. _____ Staff _____
		Security Leader _____ Alt. _____ Staff _____



The diagram outlines the roles, responsibilities and structure for a school incident command team





Staff Training

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Teachers ▪ Students ▪ Support Staff ▪ Bus Drivers ▪ Custodians ▪ Maintenance | <p>Types:</p> <ul style="list-style-type: none"> • Table Talk • Faculty Meetings • Departments/Team Meetings • Community Meetings • Convocations • Simulations |
|---|---|



BGCS Safe Schools Video Library

<http://bgcs.in.safeschools.com/login>

- Example: Family Reunification Video (19 Minutes)



NIMS ICS-100 TRAINING

First Responders

- To obtain the ICS-100 course materials or take the course online go to <http://www.training.fema.gov/EMIWeb/IS/is100.asp>
- The course is designed to be taken online or course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained by calling the EMI Independent Study Office at (301) 447-1256 or ordered online at: <http://www.training.fema.gov/EMIWeb/IS/ansreq.asp>



Training – Training - Training

All Staff Members



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