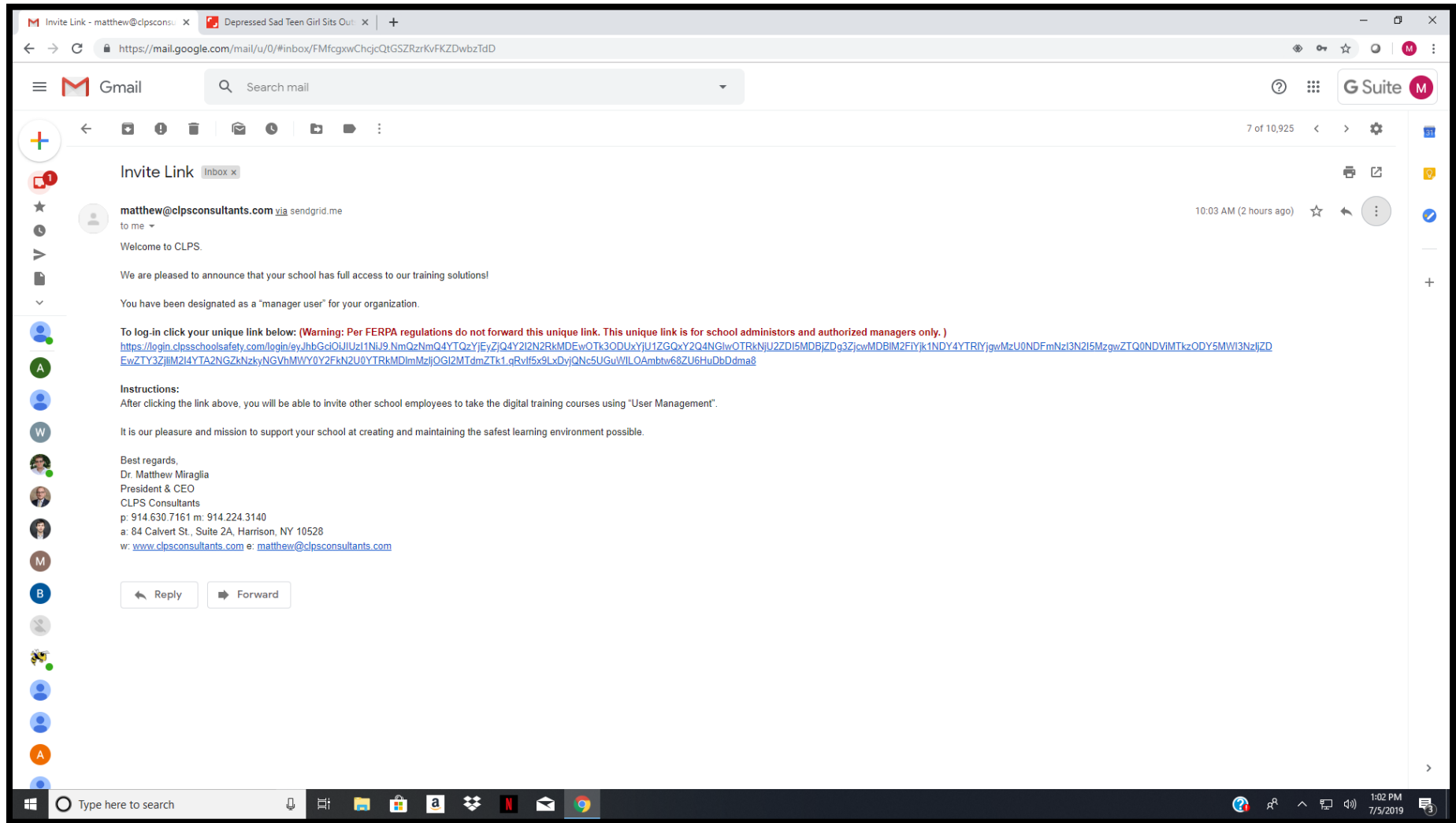
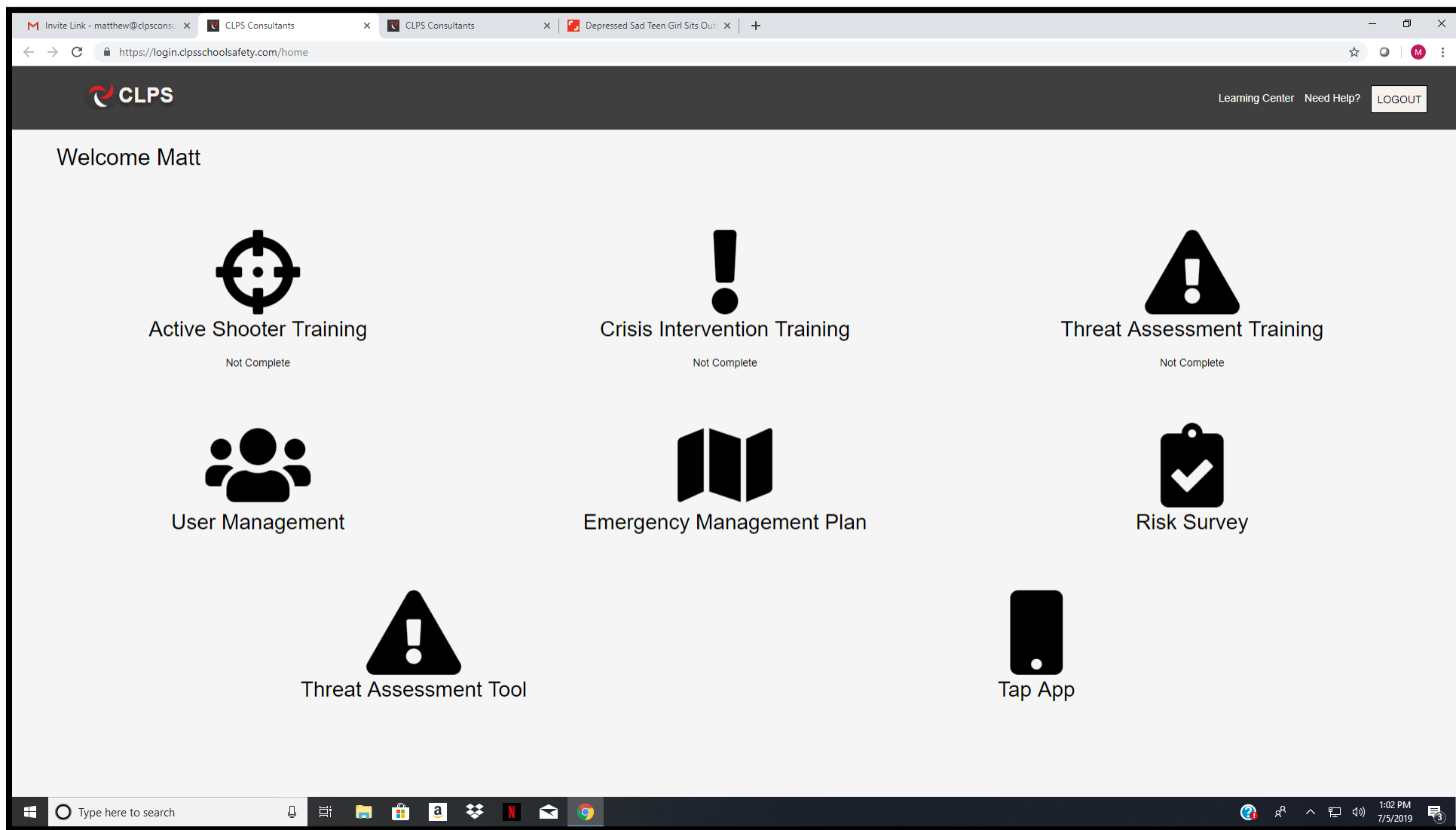


# How to Update the Emergency Management Plan

1. If you are an authorized administrator at your school (i.e. Principal, Asst. Principal, Dean), you will receive an email, like the one below. The email will contain your **unique link** so you can access the multi-solution platform. By clicking on your unique link in the email, you will have instant access to your school's active software solutions. **\*Per FERPA regulations do not forward your unique link to anyone\***



2. When on the **multi-solution platform** page, you will see the active software solutions for your school. This includes the digital training solutions and assessment tools, emergency management plan solution, risk survey solution, and the TAP App admin panel portal. By clicking on an icon, you will be brought to that software. As an authorized administrator, you are responsible for updating your school's emergency management plan annually (update within the first 30-days of school starting). Click on the **Emergency Management Plan** icon.



- From the **Emergency Management Plan** page (below), you can access the different sections of the plan. On the left side of the screen, click on the section of the plan you want to update.

The screenshot shows a web browser window displaying the CLPS Emergency Management Plan interface. The browser's address bar shows the URL: <https://plan.clpsschoolsafety.com/#/emergencyManagement/detail/4>. The page header includes the CLPS logo and the text "EMERGENCY PLAN". In the top right corner, there are links for "Learning Center", "Need Help?", and a "LOGOUT" button.

The left sidebar contains a navigation menu with the following items, each accompanied by a green checkmark icon:

- Emergency Management Dashboard
- Emergency Management Plan
- Emergency Plan Overview
- Functional Annexes
- Threat Specific Annexes
- School Safety Teams
- Organizational Incident Command System
- Safety Drills and Training
- Images / Floor Plans / Documents

The main content area features a "PDF" dropdown menu at the top left. The title of the page is "Emergency Management Plan - Demo Building". Below the title is the section header "THE SCHOOL EMERGENCY MANAGEMENT PLAN".

The text in the main area reads:

Following the tragic events that took place at Columbine High School, Sandy Hook Elementary School, and other schools around the country, school officials across America took a closer look at their safety and security needs. Although safety continues to improve, there still remains several questions and concerns from parents, students, school employees, and the community about how safe their school is, especially following a publicized tragic event at a school. Eventually, state legislators around the United States passed laws that mandated schools to develop adequate emergency plans. Although emergency plans differ from state to state, there are key elements recommended by the Federal Emergency Management Agency (FEMA) that should be included as part of every school safety plan. These elements include: Prevention-Mitigation, Preparedness, Response, and Recovery.

The National Incident Management System (NIMS) is the United States' single, comprehensive system for managing domestic incidents and is suitable for all schools and educational institutions to implement throughout all phases of school emergency. The Incident Command System (ICS) is a component of NIMS and is a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS enables a coordinated response among various jurisdictions and functional agencies, both public and private. NIMS and ICS are being adopted by schools across the country.

The School Emergency Plan developed by CLPS is a comprehensive digitized program that meets "best practice" standards for the all-hazards approach necessary to protect schools. We are confident that by utilizing this support software, you will be able to manage safety, security, and emergency preparedness at your school more proficiently.

At the bottom of the main content area, there are two buttons: "Start Emergency Management Plan" and "Save Plan".

The Windows taskbar at the bottom of the screen shows the search bar with the text "Type here to search", several application icons (including File Explorer, Edge, Amazon, and Word), and the system tray with the date and time: "2:22 PM 7/5/2019".

- Be sure to enter the names, emails, and contact numbers for members of your school's safety teams. You should establish three safety teams at the school. This includes: **Emergency Response Team, Threat Assessment Team, and Medical Response Team.** It is possible (and likely) that some of the same employees will be assigned to multiple teams. **\*Remember to add a sworn law enforcement officer to the threat assessment team\***

**CLPS EMERGENCY PLAN** Learning Center Need Help? LOGOUT

Emergency Management Dashboard

Emergency Management Plan

Emergency Plan Overview

Functional Annexes

Threat Specific Annexes

**School Safety Teams**

Organizational Incident Command System

Safety Drills and Training

Images / Floor Plans / Documents

## School Safety Teams

The school safety teams section is where the school lists its key operational teams. Each team is designed to respond to various threats, hazards, and emergencies. The teams include: Emergency Response Teams, Threat Assessment Team, and Medical Response Team. The school safety teams are part of the Incident Command System Operations Section. The Building Principal will serve as the On-Scene Incident Commander / Team Leader

### Emergency Response Team (ERT)

**Team Leader** He/she will coordinate and activate the emergency plan. Process data as provided by team members and/or Command. Assign tasks and give directives to team members. Monitor the action plan while active. Make final decisions at the building-level in consultation with Central Office Administration

Name  Email  Contact Number  +

**Team Manager** He/she will monitor the team's actions and provide feedback to the team leader. Keep the team members focused throughout the incident. Regularly advise the team leader during a crisis. Assist the team leader where needed. He/she will have full decision-making authority if the team leader is not present

Name  Email  Contact Number  +

**Team Recorder** He/she will document, in writing, what takes place. Collect and maintain appropriate documents. Distribute written directives. He/she will provide information to the team leader and Central Office Administration upon request

Name  Email  Contact Number  +

**Medical Services Liaison** He/she will set up and coordinate triage areas (physical injuries, mental health issues). Assess the needs of persons (physical, emotional). Assist in first aid of injured persons. Distribute medication in compliance with legal protocols. Report to the team leader on a regular basis during a crisis. Post-Incident Recovery will be coordinated in collaboration with mental health providers and in consultation with Central Office Administration

Name  Email  Contact Number  +

**Emergency Services Liaison** He/she will coordinate necessary security measures. Communicate with public safety agencies (police, fire, other). Maintain and distribute emergency equipment. Report to the team leader on a regular basis during a crisis

Name  Email  Contact Number  +

**Internal Communications Liaison** He/she will establish working modes of communication (internally). Communicate to non-team members, as appropriate. Communicate to others on campus, as appropriate. Relay messages between team members. Keep the team leader informed during a crisis

Name  Email  Contact Number  +

**External Communications Liaison** He/she will establish working modes of communication (externally). Coordinate all incoming communications. Screen incoming communications and maintain a written log of incoming communications. Provide information to persons outside of the school, as appropriate. Keep the team leader informed during a crisis

2:25 PM 7/5/2019

5. Another important feature that needs to be managed throughout the school year is the **Safety Drills and Training** section. Here is where you will keep a log of all safety meetings, drills, and training that occur at your school throughout the year. An excellent feature you should use is the **Safety Training Reminders** feature. It is recommended that you pre-schedule your safety drills in advance in the system. By doing this, you (and other authorized administrators) will automatically receive email reminders 5-days before and the day-before a scheduled drill or training.

The screenshot displays the CLPS Emergency Management System interface. The top navigation bar includes the CLPS logo, the text "EMERGENCY PLAN", and links for "Learning Center", "Need Help?", and "LOGOUT". The left sidebar contains a menu with items: "Emergency Management Dashboard", "Emergency Management Plan", "Emergency Plan Overview", "Functional Annexes", "Threat Specific Annexes", "School Safety Teams", "Organizational Incident Command System", "Safety Drills and Training", and "Images / Floor Plans / Documents".

The main content area is titled "Safety Drills and Training" and includes a brief description: "The safety drills and training section is designed so the school can maintain a state of readiness in the event of a natural or human-caused threat. State law mandates that certain drills and training be performed on an annual basis. This section will assist school leaders in the emergency preparedness phase."

There are three main sections for logging events:

- Log Safety Drills:** Includes a "Drill Type" dropdown menu, a "Drill Date" input field (format: mm/dd/yyyy), and a "Notes" text area. A "Save" button is located to the right.
- Log Safety Training:** Includes a "Training Type" dropdown menu, a "Training Date" input field (format: mm/dd/yyyy), and a "Notes" text area. A "Save" button is located to the right.
- Log Safety Meetings:** Includes a "Meeting Type" dropdown menu (currently set to "Safety Meeting"), a "Training Date" input field (format: mm/dd/yyyy), and a "Notes" text area. A "Save" button is located to the right.

A calendar widget for July 2019 is overlaid on the "Log Safety Meetings" section, showing the date 15 (Friday) selected. Below it, the "Safety Training Reminders" section features an "Add Reminder" dropdown menu (currently set to "Lockdown Drill") and a "Training Date" input field (format: mm/dd/yyyy). A "Save" button is located to the right.

At the bottom, a "History" section titled "Safety Drill History" is partially visible, showing columns for "Drill Type", "Drill Date", and "Notes". One entry is visible: "Shelter Drill" on "09/20/2019".

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time is 2:26 PM on 7/5/2019.

## Things to remember when updating and managing the Emergency Management Plan:

- ✓ Be sure on-campus and off-campus evacuation staging areas are entered in the plan
- ✓ Be sure re-unification procedures are entered in the plan (re-unification sites and coordinators)
- ✓ Be sure to designate severe weather sheltering areas inside your building
- ✓ Be sure the functional annexes and threat specific annexes are completed
- ✓ Be sure to upload pertinent information into the Images/Floor Plans/Documents section. This includes maps, floor plans, digital images of safety related sites inside/outside the building, meeting minutes from threat assessment team meetings, and other safety-related documents from the school district

**Preparedness** activities take place before an emergency occurs. This includes the continuous cycle of planning, training, drilling, and evaluating in an effort to prepare the school for natural and human-caused threats, hazards, and emergencies.

The Emergency Management Plan Solution is a tool designed to assist busy school administrators with the preparedness phase of emergency management.