

Linn-Mar Community School District

Emergency Operations Plan

2019

*Bowman Woods, Echo Hill, Indian Creek, Linn Grove, Novak, Westfield,
Wilkins, Oak Ridge, Excelsior, Linn-Mar High School, Aquatic Center,
ATLAS, Learning Resource Center, Operations and
Maintenance/Transportation, Stadium, and Success Center*

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1 Introduction

This School Emergency Operations Plan was developed in collaboration with superintendent, building administrators, operations and maintenance staff, communications specialists, school safety officers, nurse, law enforcement, fire department, mental health professionals, transportation, activities director, teachers, technology department, counselors, and custodial staff.

This plan provides guidance for response to likely threats and hazards identified by the planning team in an all-hazards approach. Response activities associated with specific threats and hazards are identified in the Annexes.

This plan has been recognized and approved by the following and is effective June 11, 2019.

1.1 Signatory Page

Shannon Bisgard
Superintendent

Leisa Breitfelder
District Crisis Manager

Officer Tom Daubs
Linn-Mar School Resource Officer

Sergeant Mike Rozek
Marion Police Department

Jason Hansen, Assistant Chief
Marion Fire Department

Lieutenant Cory McGarvey
Cedar Rapids Police Department

Steve Nelson
Operations and Maintenance Manager

Matthew May
Communications/Media Coordinator

Karla Christian
Chief Human Resources Officer

Jeri Ramos
Executive Director of Technology

Nathan Wear
Associate Superintendent

JT Anderson
Chief Financial Officer

Brian Cruise
Transportation Manager

Sondra Nelson
School Board President

1.2 Approval and Implementation

This School Emergency Operations Plan operates within the framework of the Linn-Mar School Board policy. Any significant changes to this plan require approval of the School Board and the District Superintendent or designee. This plan supersedes all previous plans.

1.3 Record of Changes

All changes to this plan must be recorded and consistent with the policy stated above.

| Change Number | Date of Change | Name | Summary of Change |
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1.4 Record of Distribution

The Linn-Mar Emergency Operations Plan is delivered in full according to the Record of Distribution below. The response procedures for each emergency is updated in real time to all staff through the CrisisGo app. The Crisis Manager is responsible for delivery of Emergency Operation Plan and updating of procedures through CrisisGo.

| Title and name of person receiving the plan | Agency (school office, government agency, or private-sector entity) | Date of delivery | Number of copies delivered |
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2 Purpose

The purpose of the Linn-Mar Emergency Operations Plan (EOP) is to outline the responsibilities and duties of school employees, students, and parents or guardians in an emergency. Development of this plan has been done in collaboration with community response partners to ensure coordinated stakeholder participation and to best utilize available resources. This planning effort, along with training and exercises, empowers everyone involved in an emergency to act quickly and knowledgeably. The plan educates staff, faculty, students, parents, and other stakeholders on their roles and responsibilities before, during, and after an incident. This plan assures all concerned citizens that Linn-Mar has established guidelines and procedures to respond to threats and hazards in an effective way.

This plan provides an all-hazards approach to dealing with incidents and is inclusive of all situations and student populations. The attached Annex provides a systematic approach to specific threats and hazards before, during, and after the incident. The Annex also includes guidelines for functional activities used in many different threat scenarios such as evacuation, reunification, lock-down, and shelter-in-place. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Linn-Mar Community School District regularly schedules training and drills for faculty and students to assure adherence to these guidelines, improve response time, and evaluate performance.

3 Scope

The Linn-Mar Community School District School Emergency Operations Plan outlines the expectations of faculty, staff, and administrators, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during, and after an incident. This plan also includes references and authorities defined by federal, state, and local government mandates and identifies specific threats, hazards, and vulnerabilities.

4 Threat/Hazard Assessment Summary

The Linn-Mar Community School District is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The interior and exterior of all school buildings and grounds have been assessed for potential threats/hazards that may impact the health and safety of students, faculty, staff and property. Linn-Mar Community School District, Marion Police Department, and Marion Fire Department completed a site assessment in spring of 2018 to identify any circumstances in the school or near campus that may present unique problems or potential risks to people or property. Attached is the threat assessment used. Results for each building are kept by the Crisis Manager of the District and re-assessed on an annual basis. Scheduling of the threat and hazard assessment will move from spring to summer with the next assessment being completed August of 2019.

5 Resources

Linn-Mar Community School District utilizes resources that are shared among multiple entities. These shared resources are as follows:

- CrisisGo – is our emergency operations app that can be used on an individual’s cell phone and/or computer. This app is shared among all staff within the district as well as anyone that frequents our buildings on a regular basis (i.e. Grant Wood AEA, etc.). CrisisGo is also shared with students, families, and emergency response departments in Marion and Cedar Rapids.
- Our security cameras have an online feed and the site for this feed is shared with Marion Police Department.
- Each school has a Knox Box. Each Knox Box holds keys to the school building as well as door access cards for the buildings with this capability.
- Access Key Cards are shared with Marion Police Department and are kept in the police vehicles.
- Linn-Mar Community School District and Marion Police Department have a contract to share the School Resource Officer. This Officer is utilized in the Linn-Mar Community School District only during school days and hours.

6 Concept of Operations

6.1 Authority

This EOP is based on an all-hazards approach and may be activated in its entirety or in part, based on the specific needs of the emergency and by decision of district or school leadership and/or the local police department.

The Principal or designee has the authority to activate this Emergency Operations Plan. Until otherwise designated, the primary location for operations will be the school administrator's office. This location will be used as an emergency operations center for all situations. If this location is unable to be used, the Principal or designated authority will locate a safe alternate location based on the situation and suitable locations.

Functions carried out within this EOP will be based on the situation and personnel.

Priorities for leadership include:

1. Protect and save lives, and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
2. Protect property and mitigate damages and impacts to individuals, the community, and the environment.

This EOP is designed to provide guidance and coordination to minor incidents and major emergencies or disasters. For the purpose of this plan, we define incidents, emergency, and disaster as:

Incident - An incident is a situation that is limited in scope and potential effects.

Emergency - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident.

Disaster - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with available local resources.

6.2 Key Areas of Emergency Planning

In the event of an incident **Linn-Mar Community School District**, will adhere to the key areas of emergency planning and incident management, which include:

Before

- **Prevention** – Consists of actions that reduce the risks from human-caused incidents or reduce the impact of naturally occurring events. Every effort has been made to include prevention strategies in the Threat Annexes of this plan.
- **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

During

- **Mitigation** – Mitigation activities are those which eliminate or reduce the severity of a disaster. This includes long-term activities, which lessen the undesirable effects of unavoidable hazards.
- **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include management of resources, evacuation, rescue, and other similar operations.

After

- **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services and provide for the basic needs of students, faculty, and staff. Long-term recovery focuses on restoring the school to its normal pre-disaster, or an improved, state of affairs.

6.3 Initial Response and Implementation of the Incident Command System

Linn-Mar Community School District recognizes that staff (and students) will most likely be first on the scene and may act as first responders in the immediate aftermath of an incident. Staff and faculty are expected to take charge and manage the incident until it is resolved, until command is transferred, and/or an emergency response agency with legal authority assumes responsibility.

The school Principal or designee is responsible for activation of the school EOP, including all necessary procedures to ensure the protection of life and/or property. The principal or designee will assign an Incident Commander based on who is most qualified for that type of incident. The Superintendent is responsible for activation of the district-wide EOP.

In the event of absence, the following should be considered for activation of a district-wide EOP:

Superintendent → Associate Superintendent → Crisis Manager

In the event of absence, the following should be considered for activation of a school-wide EOP:

Elementary: Principal → Facilitator → School Counselor

Middle School: Principal → Assistant Principal → Student Assistance Counselor

High School: Principal → Assistant Principal → Dean of Students

6.4 Incident Management

District staff will support emergency response operations through performance of their normal roles and responsibilities. If called upon, the District will activate personnel and implement appropriate response actions identified in the District plan, or as directed by the Incident Commander or school administrator.

Activation of the Incident Command System for an event may be modified as needed to best serve the nature of the incident. When the ICS is activated, staff will direct the efforts of the District according to their respective procedures for emergency operations.

Faculty and staff will seek guidance and direction from first responders, emergency management and/or the school district who will all function under Unified Command. Utilizing a Unified Command System enables everyone involved to respond more effectively by enhancing cooperation, coordination, and communication among school officials, district administrators, responders, and emergency managers.

6.5 Communication

Timely and effective communication is critical to an effective response and recovery. Direction on communications may be found within the District CrisisGo application. This application has identified who is responsible for sending out the message, what and when the message should be sent, and example messages. Additional information may be obtained through the District.

7 Direction, Control, and Coordination of an Incident Response System

7.1 Incident Command

The Incident Command System (ICS) organizational structure can be modified to adjust to the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organizational structure expands as functional responsibilities are delegated.

This Emergency Operations Plan will be activated using implementation of the Incident Command System (ICS). When needed, separate functional elements will be established and subdivided to enhance internal organizational management and external coordination.

The Crisis Management Team is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. The Superintendent or Building Principal has the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the students and facilities. These responsibilities do not mean that the Superintendent or Building Principal assumes a command role over the on-scene incident operation. Rather, the Superintendent or Building Principal:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan.
- May oversee resource coordination and support to the on-scene command from an Operations Center.

7.2 Incident Command Post

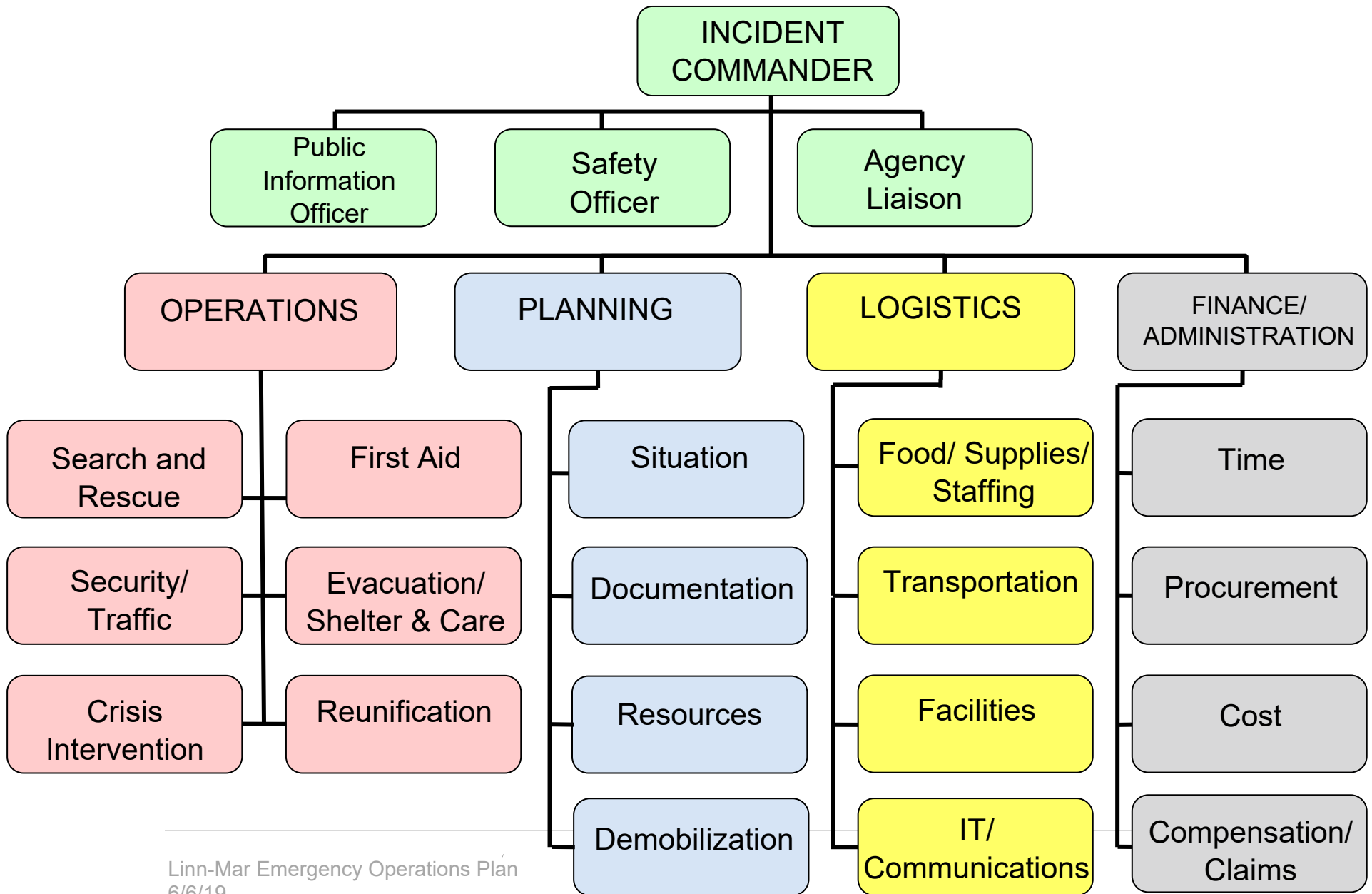
Every incident must have some form of an Incident Command Post. The Incident Command Post is the location from which the Incident Commander oversees all incident operations. There is generally only one Incident Command Post for each incident, but it may change locations during the event. Most emergencies will allow for the Incident Command Post to be in the building's administrative office.

For larger emergencies, the Incident Command Post will be positioned outside of the present and potential hazard zone, but located within safe proximity to the emergency site. The pre-established Incident Command Post for each building is located in the Functional Annex section of this Emergency Operations Plan

7.3 Incident Management

Below is a diagram of the Linn-Mar Incident Command System (ICS) that functions under Unified Command. This ICS can be established as a Districtwide ICS or at a building/school level ICS. The Incident Commander will staff each function to the level needed to make it work. The Incident Commander may consolidate functions to meet resource availability and incident requirements. One person can perform multiple functions within the same section.

SCHOOL INCIDENT COMMAND SYSTEM (ICS)



| ICS Role | Examples of Staff | Responsibilities |
|-----------------------------------|--|--|
| Incident Commander | Superintendent, Associate Superintendent, Principal, Associate Principal, Dean of Students, Facilitator, Nurse, etc. | Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District Administration. |
| Public Information Officer | Executive Director of Communications & Media; Coordinator of Communications & Media | Media Liaison, official spokesperson for school/district; coordinates information for parent community. |
| Safety Officer | SRO, Police/Fire Department, Operations and Maintenance Manager | Ensures activities are conducted in a safe manner; assures safety of personnel (staff, students, volunteers, and responders). |
| Agency Liaison | Crisis Manager, Family Resource Specialist, Student Assistance Team Member | Assists in establishing and coordinating outside agencies that provide services or resources (e.g., Red Cross). |
| Operations | School Site: Associate Principal, Facilitator, Dean of Students Reunification Site: Crisis Manager | Supports on-scene response at school site or reunification site; develops Incident Action Plan with Incident Commander; coordinates After Action Report with section Chiefs. |
| Search and Rescue | Police and Rescue Departments | Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression. |
| Security/ Traffic | Police Departments | Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/HazMat. |
| Crisis Intervention | School Counselors; Student Assistance Team; EAP, Grant Wood CISM | Provides onsite counseling and intervention; determines need for outside mental health support. |
| First Aid | Nurses; Health Assistants | Provides triage and medical care. |

| | | |
|---------------------------------|--|---|
| Evacuation/ Shelter and Care | Evacuation Site – Curriculum Directors, Nutrition Services Manager | Provides accounting for students while at the evacuation site; manages dismissal of students to reunification site; manages food and sanitation needs of students. |
| Reunification/ Shelter and Care | Crisis Manager, CFO, Nutrition Services Manager | Provides accounting and long-term care for students until reunited with parents/caretakers; manages food and sanitation needs of students. Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release. |
| Planning (if needed) | Crisis Manager, Crisis Management Team, Cabinet | Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response. |
| Situation | Cabinet | Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map. |
| Documentation | Crisis Manager | Collects and archives all incident documents. |
| Resources | LRC Staff | Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers). |
| Demobilization | Superintendent, Associate Superintendent, Crisis Manager | Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site. |
| Logistics (if needed) | CFO; Business Office and Human Resources | Provides services, personnel and supplies in support of incident response. |
| Food/Supplies/Staffing | Crisis Manager, Nutrition Services Manager | Assesses supply resources at site, including food and water; procures supplies and provides personnel, as |

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|---|--|--|
| | | requested, including volunteers. |
| Transportation | Transportation Manager | Arranges transportation for staff, students and supplies. |
| Facilities | O&M | Coordinates site repairs and use of school facilities; arranges for debris removal. |
| IT/Communications | O&M and Technology | Maintains all communication equipment, including radios; provides services to support information Technology functions. |
| Finance/ Administration (if needed) | CFO/COO; Business Office; Human Resources | Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims. |
| Time | CFO/COO; Business Office; Human Resources | Maintains incident time logs for all personnel. |
| Procurement | CFO/COO; Business Office; Human Resources | Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts. |
| Cost | CFO/COO; Business Office; Human Resources | Provides cost estimates, analysis and recommendations for cost savings. |
| Compensation/Claims | CFO/COO; Business Office; Human Resources | Processes compensation/injury claims related to incident. |

7.4 Incident Commander

The Incident Commander (IC) is the primary person designated by school leadership to be in charge. He or she has the overall responsibility and will set the objectives, strategies and priorities for incident response. He or she may not necessarily be the highest ranking official in the school, but once designated as the IC, is in charge of all aspects of incident management and can delegate authority.

The Incident Commander is the only ICS position that is always staffed. For small incidents, involving only a few school personnel, it is possible that the IC will not establish subordinate supervisors. In this case, the IC performs all incident management functions. It is more likely the IC will designate subordinate supervisors to assist in managing the incident.

The Incident Commander must keep the Superintendent and the Crisis Manager informed and up-to-date on important matters pertaining to the incident.

7.5 Unified Command

If a school emergency is within the authority of the first-responder community (i.e. emergency requiring law enforcement or fire services, etc.), Command will transition to the appropriate agency and a Unified Command structure will be formed. In the event there is a transfer of command, a briefing between individuals transferring command shall occur.

Unified Command applies ICS to incidents involving multiple jurisdictions or agencies. It enables schools and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

The Incident Commanders from each response agency will collaborate under Unified Command to make joint decisions and speak as one voice. Any differences are worked out within Unified Command. Each Incident Commander is responsible for overseeing the actions of their individual agencies. For example, within Unified Command, law enforcement would not tell school personnel how to manage activities associated with threat/hazard or functional annexes (i.e. parent-student reunification, etc.). The following occurs under Unified Command:

- The Incident Commander, through the Incident/Unified Command System, coordinates the actions of their responding unit on the scene.
- Advises School Leadership and the District of needs that may include resources or personnel from other departments/schools as required.
- Isolates the incident site and maintains control of the inner and outer perimeters.
- Establishes tactical communications and designates a primary radio channel.
- Facilitates tactical planning and contingency planning.
- Briefs first responder personnel.
- Designates a staging area for supporting agencies.
- Ensures documentation of decisions and activities.
- Provides situational updates to the Policy Group.
- Approves requests for additional resources or for the release of resources.
- Approves additional alerts as needed.
- Establishes immediate priorities.

- Coordinates any specific transportation issues (such as helicopter landing zones, EMS locations, morgue location, etc., as appropriate).
- Determines security boundaries.
- Performs other duties as required by the situation.
- Ensures the completion of an incident After Action Report (AAR).

7.6 Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the media or other appropriate agencies requiring information directly from the incident.

- Check in with Incident Commander and receive a situation brief.
- If necessary, participate in the Joint Information Center (JIC) with PIO's from the other responder agencies.
- Coordinate press releases among response organizations.
- Designate a media center and facilitate scheduled press briefings.
- Ensure all press releases and public information are reviewed and approved by the Incident Commander, or designee.
- Monitor news media outlets reports of the incident.
- Prepare periodic briefings to Executive Policy Group on public information activities and submit draft press releases for review and approval.
- Lead a working group on the development of pre-event messages.

7.7 Safety Officer

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they occur.
- Anticipate situation changes, such as cascading events, in all planning.
- Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.

7.8 Agency Liaison

The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

- Check in with the Incident Commander for a situation briefing.
- Determine your personal operating location and set it up as necessary.
- Obtain the necessary equipment and supplies from Logistics.
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Brief agency representatives on the current situation, priorities, and incident action plan.
- Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans.
- Provide periodic update briefings to agency representatives as necessary.

7.9 Operations

The Operations Section directs all tactical operations of an incident including implementation of response activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuation, and reunification.

Some specific responsibilities may include:

- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing the facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide access to psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Assign Strike Team Leaders.
- Document all activities.

| Strike Team | Potential Responsibilities |
|------------------------------|--|
| Search and Rescue Team | <p>Search and Rescue Teams search the entire school facility, entering only after they have checked for signs of structural damage and determined that it is safe to enter. SR Teams are responsible for ensuring that all students and staff evacuate the building, or it is unsafe to move an individual, that their location is documented so professional responders can locate them easily and extricate them. Other responsibilities include:</p> <ul style="list-style-type: none"> • Identifying and marking unsafe areas • Conducting initial damage assessment • Obtaining injury and missing student reports from teachers |
| First Aid Team | <p>First Aid Teams provide triage, treatment, and psychological first aid services. Other responsibilities of the First Aid Team include:</p> <ul style="list-style-type: none"> • Setting up first aid stations for students • Assessing and treating injuries • Completing the master injury report <p>Note: The Logistics Section provides first aid to responders. This team is dedicated to students, faculty, staff, or visitors.</p> |
| Evacuation/Shelter/Care Team | <p>Evacuation, shelter, and student care includes accounting for students, protection from weather, providing for sanitation needs, and providing food and water. Other responsibilities include:</p> <ul style="list-style-type: none"> • Accounting for the whereabouts of all students, staff, and volunteers • Setting up a secure assembly area • Managing sheltering and sanitation operations • Managing student feeding and hydration • Coordinating with the Student Release Team • Coordinating with the Logistics to secure space and supplies |
| Security and Traffic Team | <p>The Security and Traffic Team is responsible for:</p> <ul style="list-style-type: none"> • Locating all utilities and turning them off, if necessary • Securing and isolating fire/hazmat • Assessing and notifying officials of fire/hazmat • Conducting perimeter control |
| Crisis Intervention Team | <p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none"> • Assessing need for onsite mental health support • Determining the need for outside agency assistance • Providing onsite intervention/counseling • Monitoring well-being of school Incident Management Team, staff, and students, and reporting findings to the Operations Section Chief |
| Reunification Team | <p>Reunification refers to reuniting students with their parents or guardians in an efficient, safe, and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Reunification Team is responsible for:</p> <ul style="list-style-type: none"> • Managing all aspects of the reunification process as identified in the Reunification Annex to assure all students are reunited with their proper parent or guardian. |

7.10 Planning

The Planning Section is established as needed and collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident, and to plan appropriate incident management activities. Planning may be as simple as one individual designated to document the incident.

Other duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities

7.11 Logistics

The Logistics Section supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

7.12 Finance/Administration

The Finance/Administration Section oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

The Finance and Administration Section may not be established onsite at the incident. Rather, the school and/or school district management offices may assume responsibility for these functions.

8 Information Collection, Analysis and Dissemination

8.1 Types of Information

Information will be collected at the building and district level for the following:

- Before an incident – schedule of drills; collection of checklists (safety and security, hazardous materials, etc.)
- During an incident - incident checklists, reports, etc.
- After an incident – incident log and after action review
- Monitor the weather through media and weather radio
- Local law enforcement alerts will be sent by the police department to the district or building level.
- Crime reports sent to administration.

8.2 Threat Reporting

Any staff, student, parent or community member that perceives there is a threat to anyone in the school environment or the school environment itself should report it immediately.

8.2.1 Staff

Staff should report any perceived threat directly to the building administrator.

8.2.2 Students

Students may reach out to any faculty member within the school community (teacher, associate, administrator, secretary, counselor, etc.). Middle and high school students will also have the ability to utilize the Safe2SpeakUP app. This app allows students to anonymously report bully-related activity involving themselves or their friends. Students can additionally submit safety tips to their school's safety team for issues like drugs or weapons on campus. Safe2SpeakUP users can also have access to a panic button during an emergency or respond to CrisisGo's Check In tool prompts to verify their safety status. Safe2SpeakUP gives students the technology and information they need to be a part of the safety solution. Students will receive information on the Safe2SpeakUP app annually at the beginning of the school year. Students may also utilize the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager.

8.2.3 Parents

Parents may contact the building administrator, facilitator, Dean of Students, or school counselor of any perceived threats. Parents also have the option of calling the local law enforcement if they feel there is an immediate threat to any students or school personnel. Parents may also utilize the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager. Ways for parents to reach out are written within the school handbook.

8.2.4 Community Member

Community members who have a safety concern for the school environment whether it be students and/or school personnel may reach out by phoning the school district or utilizing the Crisis Help tool bar located on the homepage of the Linn-Mar Community School District website. This tool bar has access to resources as well as a tip-reporting tool that includes an email link to the Crisis Manager. Community members also have the option of calling the local law enforcement if they feel there is an immediate threat to any students or school personnel.

8.3 Crisis Management Team

The District Crisis Management Team is comprised of District and School Administration, staff, counselors, SRO, Marion Police Department, Marion Fire Department and parent representation. This team will meet at least three times per school year to focus on Emergency Operation Planning. The Crisis Management Team will review information collected through incidents within the school district to determine any changes that may need to be made to the Emergency Operation Plans.

9 Prevention and Preparedness

9.1 Hazard Prevention

The Linn-Mar Community School District utilizes inspections throughout the year to ensure hazard prevention. These inspections include:

Fire: Smoke Detector Annual Inspection, Fire Extinguisher Annual Inspection, Sprinkler Annual Inspection, Kitchen Hood Bi-Annual Inspection, and Kitchen Hood Cleaning Annually.

Electric: Generator Annual Inspection and City Fire Annual Inspection

Water: Backflow Annual Inspection and City Fire Annual Inspection

All Disasters: Quarterly Emergency and Exit Lights Inspection

See also Threat/Hazard Management Section

9.2 Threat Prevention

The Linn-Mar Community School District utilizes research based prevention programs/strategies as well as employ staff to assist with mental health needs of students. Programs the Linn-Mar utilizes include PBIS, Olweus Bullying Prevention, ALICE, Second Step social and emotional curriculum, and Safe2SpeakUp anonymous tip app. The District also works through professional development and coaching improvement of student and teacher relationships. The District employs School Counselors, Student Assistance Team Members, a Family Resource Specialist, and a SRO. Linn-Mar Community School District also works with two outside agencies to provide additional mental health services beyond what is offered by the school setting.

9.3 Training and Exercises

The development of the EOP training and exercise schedule is key to the success of a school or district's ability to respond to an emergency. It is imperative that all school faculty and staff have a general understanding of what their role and responsibilities are. School faculty and staff will be trained on all standard operating procedures and guidelines associated with emergency response. Training and exercises provide the opportunity to increase understanding and implementation of these protocols.

- The ALICE trainers along with the SRO will set the staff active and non-active EOP trainings for all school sites in the annual school calendar.
- Each building administrator and department manager has a role in this EOP and is responsible for communicating the content of the EOP to staff and ensuring opportunities to attend and participate in EOP training and exercise activities.
- The Crisis Management Team will determine the annual exercises that will be conducted to train staff and evaluate the adequacy of the EOP. An After Action Report (AAR) and the Improvement Plan (IP) for each exercise shall be developed and documented appropriately. This documentation will be given to the Crisis Manager to present to the Crisis Management Team.

- Students will participate in four fire drills, four severe weather/tornado drills, and three ALICE drills. Two of the fire and severe weather/tornado drills are to be completed prior to December 31st of the current school year. The remainder two fire and severe weather/tornado drills are to be completed between January 1st and the last day of school during the current school year. Three ALICE drills (Controlled Drill, Barricade Drill and full ALICE Drill) will be held during the school year with the first being within the first 30 days of school.

10 Mitigation and Response

10.1 Crisis Manager

The Crisis Manager is responsible for coordination of the Crisis Management Team. The Crisis Manager is required to stay up to date on best practices that involve safety of students and staff for prevention, protection, mitigation, preparedness, response, and recovery efforts. The Crisis Manager is also responsible for best practices around building security.

Responsibilities Include:

- Leading the Crisis Management Team
- Keeping Emergency Operation Plans up to date
- Forming Threat Assessment Teams in the schools
- Coordinating ALICE within the District
- Monitoring prevention programs/strategies/services
- Bullying and harassment within the District
- Liaison for District SRO
- Completing Safety and Security checks
- Keeping CrisisGo up to date
- Ensuring schools are completing safety drills
- Communicating with families on safety
- Coordinating with area First Responders

Upon the activation of the EOP for a school incident, the Crisis Manager assumes the role as Operations Director at the Reunification Site.

10.2 Crisis Management Team

The Crisis Management Team is responsible for recommending district-wide policy for safety and security to the District Policy Committee.

Responsibilities include:

- Assist in developing the district-wide safety and security plans
- Coordinate district wide security efforts
- Provide security for students before, during and after an event
- Provide shelter or reunification site security

10.3 Plan Development and Maintenance

The Linn-Mar Community School District EOP integrates with school and district policy and procedures and a number of stakeholder EOPs or guidelines. The District EOP utilizes existing program expertise and personnel to support prevention, protection, mitigation, preparedness, response, and recovery efforts. The EOP is structured according to the *Guide for Developing High-Quality School Emergency Operations Plans* provided by the *Readiness and Emergency Management for Schools, Technical Assistance Center* and follows the principles of the National

Incident Management System (NIMS) and Incident Command System (ICS). In addition, the EOP utilizes planning techniques to address response, training, exercises, equipment, evaluation, and corrective action practices.

Linn-Mar Community School District shall oversee or coordinate with applicable partners to conduct the following:

- The EOP shall be reviewed annually and modified as necessary by the Crisis Manager through the Crisis Management Team.
- The District EOP shall coordinate with external agencies that may be affected by EOP implementation, in an effort to ensure consistency and compatibility with jurisdictional plans.
- Substantive changes between review periods, such as changes in roles or responsibilities, will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- If updates of the EOP involve substantive changes, the Crisis Manager through the Crisis Management Team will generate a draft document for distribution to relevant partners for review and comment.
- After a stakeholder review and comment period, the updated EOP will be submitted for final review by the Crisis Management Team. The updated plan becomes effective upon agreement through this team.
- Each school unit or department identified as having a role in this EOP is responsible for communicating the content of the EOP and all updates to staff.
- Each school identified in this plan is responsible for ensuring key staff has the opportunity to attend EOP training and exercise activities.
- The District will ensure EOP compliance with the applicable local, state, and federal laws and procedures.

11 Recovery

11.1 Crisis Incident Stress Management

Recovery procedures have been developed to provide support to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the school will implement their individualized Crisis Incident Stress Management (CISM) Plan to assist students, staff, and their families in the healing process. The CISM outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as School Counselors and Student Assistance Team Members are required to participate in the development, implementation, and evaluation of the School CISM.

Members of the Crisis Incident Stress Management Team will undergo in-depth training to learn how to assist in managing trauma. Parents and guardians will be offered tips on how to recognize signs of trauma. Mental health experts will review and provide input into the plan.

The following procedures will be implemented when deemed appropriate by the CISM Team and Building Administrator.

Immediately Following a Serious Injury or Death and/or Major Incident:

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families.
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff will determine if outside mental health professionals are needed to assist with implementing the CISM Plan.
- Any students who are excessively distraught should be referred to the crisis response team.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.
- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.

11.2 Debriefing and Documentation

After initiating an EOP, the Incident Commander is responsible for holding a debriefing with the crisis response team involved with the incident. During the debriefing, the team will walk through the After Action Review Form to determine what went well, what did not go well, and ways to improve the emergency plan. The team will also ensure the Incident Log is complete online. All forms utilized during the incident, including copies of communication to students, staff, families, and outside agencies will be turned in to the Crisis Manager. The Crisis Manager will review the documentation and bring them for analysis to the Crisis Management Team.

Incident Log

Within 10 days of the incident, submit this form. Send any attachments to: Leisa Breitfelder, Crisis Manager at lbreitfelder@linnmar.k12.ia.us or fax to 377-9252.

* Required

General Information

1. **Building Name:** *

2. **Date of Report:** *

Example: December 15, 2012

3. **Date of Incident:** *

Example: December 15, 2012

4. **Time** *

Example: 8:30 AM

5. **Person Reporting:** *

6. **Staff Involved:** *

7. **Incident Commander Name:** *

8. Incident Type *

Check all that apply.

- Lockout
- Lockdown
- Shelter-In-Place
- Evacuation
- Reunification
- Abduction of Student
- Student Missing
- Abduction of Staff
- Aggressive Person
- Armed Intruder
- Death of Staff or Student in the Community
- Death or Serious Injury on School Grounds
- Sexual or Serious Physical Assault on School Grounds
- Bomb Threat
- School Bus Accident
- Stranger on Property
- Suicide Threat
- Threat with a Weapon
- Weapon Discovered on School Grounds
- Fire
- Explosion
- Severe Thunderstorm/Tornado
- Electrical Power Failure
- Food Poisoning
- Exposure to Biological Agents
- Hazardous Materials
- Gas Line Break
- Water Main Break
- Mold-Indoor Air Control
- Accident at Duane Arnold Energy Center
- Other: _____

9. Are there additional attachments to send? *

Mark only one oval.

Yes

No

10 **Briefly describe the Crisis: ***

11. **List the Actions Completed: ***

12. **Who now knows of the crisis? ***

13. **Number of People Involved: ***

14. **Was evacuation needed? ***

Mark only one oval.

Yes

No

Injuries

15. **Were there injuries? ***

Mark only one oval.

Yes

No *After the last question in this section, skip to question 17.*

16. **Briefly describe the injuries and seriousness of them:**

17 Was there any damage to or in the building? *

Mark only one oval.

Yes

No *After the last question in this section, skip to question 20.*

18. Describe the damage:

19. Describe any further damage potential:

Media

20. News media involved? *

Mark only one oval.

Yes

No *After the last question in this section, skip to question 22.*

21. Who and how many?

Resources

22 Check the resources utilized:

Check all that apply.

- Crisis Manager
- Counselor
- Medical
- Safety
- Construction
- Communications
- Media Relations
- Transportation
- Food Service
- Clerical
- Insurance/Claims
- Legal
- Option 13
- Other: _____

23. Check the resources you will need for after this incident:

Check all that apply.

- Crisis Manager
- Counselor
- Medical
- Safety
- Construction
- Communications
- Media Relations
- Transportation
- Food Service
- Clerical
- Insurance/Claims
- Legal
- Option 13
- Other: _____



Inspire Learning. **Unlock Potential. Empower Achievement.**

Linn-Mar Community School District Emergency – After Action Review Form

What was supposed to happen? What actually happened? Why were there differences?

Answer:

What worked? What didn't? Why?

Answer:

What should be done differently next time?

Answer:

Name: _____ Date: _____

Improvement Plan

This IP has been developed specifically as a result of:

that occurred on the following date:

| No. | Objectives/Observations/ Issues/Expected Outcomes Not Met | Recommendation (s) | Specific Corrective Action to be Implemented | Priority L/M/H | Assigned To | Expected Completion Date |
|-----|--|---|--|-------------------|----------------------------|--------------------------------|
| 1 | <i>Example: Teachers did not clearly understand how to take attendance at the evacuation site.</i> | <i>-add required training around CrisisGo Taking Attendance</i> | <i>-Add process to the required ALICE drill in the fall.</i> | <i>Medium</i> | <i>Building Administer</i> | <i>-Every Fall</i> |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Work Injury Forms Links

[Employee Work Injury Packet](#)

[Supervisor Accident Investigation Report](#)

[Witness Statement](#)

12 Annexes

12.1 Functional Annexes

- School Incident Command System
- Evacuation/Reunification/Incident Command/Media Locations
- Security Protocols
- Lockout
- Lockdown
- Shelter-In-Place
- Evacuation Location Protocol
- Reunification Protocol
- Communication Protocol
- Crisis Incident Stress Management
- Health and Medical Procedures Manual
- Threat/Hazard Assessment

12.2 Threat or Hazard Specific Annexes

- Abduction of Student
- Student Missing
- Abduction of Staff
- Aggressive Person
- Armed Intruder
- Death of Staff or Student in the Community
- Death or Serious Injury on School Grounds
- Sexual or Serious Physical Assault on School Grounds
- Bomb Threat
- School Bus Accident
- Stranger on Property
- Suicide Threat
- Threat with a Weapon
- Weapon Discovered on School Grounds
- Fire Emergency Procedure
- Explosion Emergency Procedure
- Severe Thunderstorm/Tornado Emergency Procedure
- Electrical Power Failure
- Food Poisoning
- Exposure to Biological Agents
- Hazardous Materials
- Gas Line Break
- Water Main Break
- Mold-Indoor Air Control
- Accident at Duane Arnold Energy Center