



Emergency Response Planning

School Committee Meeting, March 22nd, 2018

School Emergency Response Protocol - Update

Four Phases of School Emergency Management



The U.S. Department of Education,
Office of Safe and Healthy Students

Overview

- 1. Comprehensive Review of Current Emergency Procedures and Trainings**
 - Led by Deputy Superintendents Mary Ellen Dunn and Sam Zimmerman and
 - Coordinated by Ben Lummis
- 2. Emergency Response Team** - Monthly meetings of School and District leaders
- 3. Emergency Management Team** - Monthly meetings of Town Department representatives



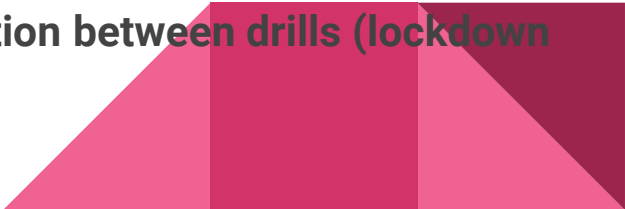
Monthly update

March 5th: Schools that have not completed lockdown drills will schedule lockdown drills prior to the end of the school year with support from the Office of Administration and Finance and BPD.

March 6th: PSB Senior leadership members met with Preparedness, LLC© and reviewed emergency management program development for the PSB.

March 9th: Emergency Response team (PSB representatives include central administrations from OSS, OTL, OAF, Brookline Police department and school leaders).

Agenda topics - Discussion focused on hiring outside consultant, updating the current 'Red Book', need for staff training, and current practices and distinction between drills (lockdown vs. shelter in place).



Monthly update

March 12th, 2018: School leaders alongside PSB central administration attended Active Shooter training at the Brookline Police department.


March 14th: Preparedness© has presented PSB with a proposed scope of agreement for resources, training, and district emergency preparedness review.

March 20th: Town Emergency Mgt Team Meeting with all Town Department partners - Monthly meeting to update everyone on projects, training, and preparation for all of the different town department activities.


Town of Brookline Office of Human Resources is providing active shooter response training to all Town Hall and Public Health employees;

- March 19th, March 26th, March 27th, and March 28th

Work In Progress...

1. **Finalize scope of agreement with Preparedness, LLC and agree on deliverables including the development of implementation plans in the following areas;**
 - a. **Risk assessment** - To be done by school and district staff after training on security assessment tool and risk assessment process.
 - b. **Resource Needs Assessment** - Assessment of existing documentation and resources to identify policies, procedures, and guidelines that need to be revised or developed.
 - c. **School Emergency Operations Plan and Classroom Emergency Procedures (RED BOOK)**
 - d. **Crisis Management and Communications Plan**
 - e. **Training** - Classroom-based, exercises, and drills. Identification of who needs to be trained on which protocols and when.
 - f. **Continuous Improvement** - Periodic reviews of plans, capabilities, response, and trainings to maintain preparedness over time
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Work In Process...

2. Principals are meeting with Faculty and Staff and gauging readiness and training needs to begin modifying Lockdown, Fire, and Evacuation Drills - March
 3. Public Safety and School Emergency Response Team will continue to collaborate on
 - a. Training materials for employees
 - b. Table Top exercises for modified lockdown drills
 - c. Evaluation of Physical Plant and Infrastructure
 4. Evaluation and Readiness for
 - a. Shelter Opening in School
 - b. Communication Drills with Board of Health and Public Safety
 - c. Reunification Sites
 - d. Continuity of Operations (COOP)
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Work In Process...

5. Town and School Employee ID Badge Initiative (September 2018)
6. School Department standardized arrival/dismissal and visitor procedures and policies
7. Standardized security protocols for all School Buildings

