



## **Illinois State Board of Education**

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Jesse Ruiz, Chairman  
Christopher A. Koch, Ed.D., State Superintendent of Education

### **“Multi-Hazard Emergency Planning for Illinois Schools”**

The Illinois State Board of Education in partnership with the Illinois Terrorism Task Force is sponsoring a statewide school security training project designed to increase the capacity of schools to plan for and manage critical incidents. The school security initiative addresses planning, response, recovery and mitigation using an all hazard approach. It is imperative that school emergency plans align with local community and county-wide critical incident response plans. Most emergency planning in schools today is built around the premise that school personnel only need to manage an emergency for a matter of minutes. However, the U.S. Department of Homeland Security and the U.S. Department of Education recommend schools be prepared to be self-sustaining for up to 72 hours in case of a catastrophic event that would prevent emergency responders from reaching the school.

The courses will help educators and first responders develop effective emergency operations plans for the wide array of potential emergencies schools face. The training emphasizes the need for schools to collaborate and cooperate with local first responder agencies to develop school and community emergency operations plans that align with the National Incident Management System (NIMS) guidelines. This includes the use of a school-based Incident Command System organization structure for the management of all critical incidents.

A one day course on *“Forming Critical Incident Response Teams”* and a two-day *“Train-the Trainer: Multi-Hazard Emergency Planning for Illinois Schools”* are offered free of charge to local law enforcement officers, firefighters, emergency management and public and private school districts. The following is a description of the two courses.

#### ***“Forming Critical Incident Response Teams”***

The 5 hour training session is designed to help school districts build a school-based emergency management organization to respond to and manage a wide-range of critical incidents until local emergency responders arrive. Participants will learn who should be involved in the school’s emergency response and how to form a school-based emergency organization. The Incident Command System (ICS) structure used by emergency responder agencies is featured as the model for the school-based teams. The course is highly interactive featuring small group activities and table-top drills with simulated emergency scenarios. The new School Safety Drill Act requirements and guidelines will be addressed. Schools are invited to send

a team of 3-5 staff including an administrator (principal, assistant principal), school nurse, transportation director, teacher, counselor, custodian/engineer, school security supervisor, a school resource officer/liaison officer (sworn), and a representative of fire services or emergency management. *Although recommended, schools are not required to send a full team.* District teams will be provided training materials to aid in forming Critical Incident Response Teams for all buildings in their district.

### **Train-The-Trainer**

#### ***“Multi-Hazard Emergency Planning for Illinois Schools”***

This course is a two-day 15 hour instructor training to develop a core cadre of trainers who will provide technical assistance and serve as district and regional training resources. The course is designed to provide the participants with the knowledge, skills and tools they need to develop effective emergency operations plans for a wide array of potential critical incidents schools may experience. Participants will learn about emergency operations management, planning, hazard analysis, terrorism/weapons of mass destruction, critical incident response procedures, training and testing plans, and participate in table-top drills. Training materials including instructor manuals, student manuals, CD's with lesson plans, videos, power point presentations, and other instructional resources will be provided to each participant upon completion of the course. Schools should consider sending a two-person team including a school administrator (principal, assistant principal, dean, etc.) and a school resource officer/liaison/DARE officer (sworn), or school security officer. Participants are expected to conduct orientation sessions, in-service training and provide technical assistance to district administration to help with improving their school emergency and crisis response plans.

*Training is free of charge and a working lunch will be provided. Law enforcement officers interested in participating in any of the training sessions should contact their Mobile Training Team or Regional Office of Education.*

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