School and Campus Security Training Program

The School and Campus Security Training Program is a collaborative effort of the Illinois Terrorism Task Force, Illinois Emergency Management Agency, the Illinois State Board of Education and the Illinois Law Enforcement Alarm System. Funded through state Homeland Security Grants, training and technical assistance is provided to public and non-public schools, higher education institutions, law enforcement, first responders, local emergency management agencies, and critical infrastructure officials. The program provides awareness and preparedness level training to enhance organizational capacity to plan for, respond to, and recover from any emergency or disaster. All courses are provided free of charge and many qualify for Illinois Administrator Academy credit, continuing education units or professional development units. Approved courses available for scheduling include the following:

- IS-100SCa Introduction to Incident Command System for Schools (K-12)
- IS-100HE Introduction to Incident Command for Higher Education Institutions (HE)
- IS-200.b Incident Command System for Single Resources & Initial Action Incidents (K-12 & HE)
- IS-700.a Introduction to the National Incident Management System (K-12 & HE)
- IS-800.b Introduction to the National Response Framework (K-12 & HE)
- L-363 Multi-Hazard Emergency Planning for Higher Education Institutions (K-12)
- G-364 Multi-Hazard Emergency Planning for Schools (K-12)
- AA-427 Creating an Action Plan: Forming a Critical Incident Response Team (K-12)
- AA-428 Multi-Hazard Emergency Planning for Illinois Schools Train-the-Trainer (K-12)
- AA-990 Student Behavioral Threat Assessment (K-12)
- Advanced Student Behavioral Threat Assessment (K-12)
- AWR-130 Incident Response to Terrorist Bombings (K-12 & HE)
- AWR-132 Understanding and Planning for School Bomb Incidents (K-12)
- G-367 Emergency Planning for Campus Executives (HE)
- Forming a Campus Behavioral Threat Assessment Team (HE)
- Advanced Campus Behavioral Threat Assessment (HE)
• All-Hazard Emergency Planning for Illinois Colleges and Universities (HE)
• Campus-Community Emergency Response Team (CERT) (K-12 & HE)
• Updating the School Emergency Operations Plan (K-12)
• Updating the Campus Emergency Operations Plan (HE)
• Training and Exercising the School Emergency Operations Plan (K-12)
• Training and Exercising the Campus Emergency Operations Plan (HE)

To schedule a course, please contact:

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**IS-100SCa-Introduction to Incident Command System for Schools**

Each year, natural disasters such as tornadoes, floods, and severe storms affect schools. Health-related incidents such as flu outbreaks, food-borne diseases, and even rabid animals can threaten school children. Accidents can occur anytime in chemistry labs, sporting venues, or on school buses. Unfortunately, schools are not immune from intruders, crime, or violence. This 5 hour course provides training on and resources for school personnel who require a basic understanding of the Incident Command System (ICS) and provides the foundation for higher level ICS training. In this course, you'll learn ICS principles that can be applied to school-based incidents. And, more importantly, you'll be better able to interface with other community responders. This course is designed to provide overall incident management skills rather than tactical expertise. The target audience includes persons involved with emergency planning, response and recovery efforts for schools.

**IS-100 HE-Introduction to Incident Command System for Higher Education Institutions**

This 6 hour course provides basic understanding of the Incident Command System (ICS) and how ICS applies to higher education institutions. This training for key campus officials responsible for emergency management is required for compliance with National Incident Management System and the Illinois Campus Security Enhancement Act. The course is designed to provide overall incident management
skills rather than tactical expertise. Each year, natural disasters such as tornadoes, floods, and severe storms affect our communities. Unfortunately, institutes of higher education are not immune from these threats and others, such as intruders, crime, and violence. Given today's threats, higher education institutions must be prepared to respond in partnership with local, State, and Federal agencies. ICS allows campus personnel and community responders to adopt an integrated organizational structure that matches the complexities and demands of the incidents without being hindered by jurisdictional boundaries. In this course, you'll learn ICS principles that can be applied to higher education settings. And, more importantly, you'll be better able to interface with other community responders.

**Incident Command System for Single Resources and Initial Action Incidents IS-200.b**

This 5 hour course focuses on single resources and initial action incidents and builds on the IS-100SCa and IS-100HE courses. This is the second in a series of Incident Command System (ICS) courses designed to meet the all-hazards, all-agency NIMS/ICS requirement for operational personnel. It is designed to enable personnel to operate efficiently during an incident or emergency within the ICS. The course focuses on the management of single resources and provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. The content includes leadership responsibilities in incident management; delegation of authority and management by objectives, functions and organizational positions within ICS; effective meetings and briefings; how to expand and contract the modular organization; and transfer of command to more qualified persons. The primary target audience is response personnel at the supervisory level within K-12 schools and higher education institutions.

**IS700.a Introduction to the National Incident Management System**

This 2 hour course introduces and provides an overview of the National Incident Management System (NIMS). This is one of a series of courses required for a school or higher education institution to be NIMS compliant and eligible for federal preparedness grants, assistance and disaster recovery. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents and disasters. Course content includes key concepts and principles, NIMS components (preparedness, communication and information management, resource management, command and management), and the role of the NIMS integration center. The target audience is anyone who may assume a role in prevention, planning for, responding to or recovering from a disaster, emergency or critical event impacting a school or higher education institution.
IS-800.b Introduction to the National Response Framework

This 2 hour course provides an introduction to the National Response Framework and is required training for a K-12 or higher education institution to become NIMS compliant. The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. This course defines the key principles, roles, and structures that organize the way we respond as a Nation. It also describes how schools, colleges/universities, communities, states, Federal Government, private-sector and nongovernmental partners apply these principles for a coordinated, effective national response.

L-363 Multi-Hazard Emergency Planning for Higher Education Institutions

This 3 day course is designed to be delivered to teams of campus personnel who are responsible for developing, reviewing, implementing and exercising their campus emergency operations plan. This course provides institutions of higher education with the knowledge and strategies to enhance their capacity to protect lives and property within the context of comprehensive emergency management. The training is highly interactive with class exercises coupled with numerous individual and small group activities including a realistic campus emergency operations center functional exercise. This course is appropriate for local first responder agencies serving higher education institutions, local emergency managers and campus administration including: campus security/public safety; risk management; facilities; student affairs; public information; employee/occupational health; human resources; information technology; counseling; provost; and others with roles in emergency response and recovery.

G-364 Multi-Hazard Emergency Planning for Schools

This 2 day course provides schools with the knowledge and tools needed to develop or update an all-threats/hazards school emergency operations plan (EOP) and to identify how to train and exercise the school EOP. This course follows the guidance set forth in the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101) for developing emergency plans and recommended in the Guide to High-Quality School Emergency Operations Plans published by the federal departments of Education, Health and Human Services, Homeland Security, FEMA, Justice and Federal Bureau of Investigation. Participants will learn how to conduct threat/hazard identification and risk assessment to identify vulnerabilities that may impact the school and identify protection and mitigation measures. The components of a highly effective school EOP will be introduced in scope and sequence, including elements of the basic plan, functional and hazard-specific
annexes. During this training, participants will have an opportunity to review the school EOP to determine areas for improvement, make changes and updates, and identify training and exercise strategies. The training is highly interactive with class exercises coupled with numerous individual and small group activities including table-top exercises to test EOP response protocols. This course promotes building partnerships and positive working relationships among first responders and school staff.

**AA-427 Creating an Action Plan: Forming a Critical Incident Response Team**
*(Administrator Academy Course #427)*

This 6 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 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, 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. Administrators seeking Administrator Academy credits will develop an Action Plan for recruiting, screening, training, deploying and sustaining a school-based Critical Incident Response Team.

**Train-The-Trainer**

**AA-428 Multi-Hazard Emergency Planning for Illinois Schools**
*(Administrator Academy Course AA#428)*

This 2 day course is a 15 hour instructor training to develop a core cadre of trainers who will provide technical assistance and serve as district 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 school emergency operations management and planning, hazard/risk 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 for help with improving their school emergency and crisis response plans.

**AA-990 Student Behavioral Threat Assessment**  
(Administrator Academy Course AA#990)

Research findings indicate that incidents of targeted violence in schools were rarely impulsive; that the students who perpetrated the attacks usually planned them out well in advance with planning behavior that was often observable; and, that prior to most attacks, other students knew the attack was to occur. *(Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe Schools, U.S. Secret Service 2002)*

The purpose of this one day (8 hour) seminar is to provide increased understanding of the framework and application of student behavioral threat assessment in elementary and secondary schools. The target audience and student threat assessment process is a multi-disciplinary team approach comprised of school administration, key faculty, psychological services, counselors, local law enforcement, school resource officers, local community services, mental health agencies and school legal counsel. Participants will gain an enhanced understanding and ability to identify persons exhibiting threatening or aberrant behaviors, evaluate the risk of the threat, and provide appropriate interventions and case management to reduce the risk of violence.

The content for this seminar was formulated by nationally recognized experts in the field of threat assessment and embeds research from the U.S. Secret Service and U.S. Department of Education, the Federal Bureau of Investigation’s National Center for the Analysis of Violent Crime and best practices from schools. The training targets actions based on behavioral assessments and focuses attention to school and public safety concerns as well as legal issues involved in the process of managing potentially dangerous student behavior. The curricular training materials provide in-depth information, model policies and sample operational guidelines, protocols for law enforcement interviews of students at school, threat assessment team models, and related research studies. The course consists of five modules which include classroom instruction, guided discussions and practical activities involving case studies. **This is a pre-requisite course for Advanced Student Behavioral Threat Assessment.**
Advanced Student Behavioral Threat Assessment

The Advanced Student Behavioral Threat Assessment course is offered for established school threat assessment teams and expands on the basic “K-12 Student Behavioral Threat Assessment” training. This advanced training is designed to enhance skills, identify common team problems and solutions, and provide information on best practices and standards. The goal for this course is to give participants a chance to practice their skills in five key areas—threat assessment procedures; case management planning; developing questions for threat assessment interviews; and determining appropriate interventions. This 8 hour course provides strategies for effective threat assessment interviews with a focus on prevention, in contrast to law enforcement or clinical interviews.

Developments within the field of student threat assessment and management have helped to articulate and hone what constitutes current best practices in school threat assessment. A new national standard has been approved which recommends all schools implement threat assessment and management teams. This national standard further articulates the specific components of current best practices in school threat assessment and may serve as a benchmark against which school institutions may be evaluated in handling threats of or incidents involving violence.

This advanced training is highly interactive, incorporating the use of both guided case studies and facilitated discussions regarding critical issues facing threat assessment teams. The objectives are to enhance case management skills and to foster continuing improvement of threat management practices.

The target audience for this course is current members of school threat assessment teams and those with a role in preventing, deterring, interviewing or managing concerns of violence in schools. This course is appropriate for local law enforcement officials (School Resource Officers/Juvenile Officers), school principals, deans, counselors, psychologists, social workers, nurses and local mental health officials. The Student Behavioral Threat Assessment course (AA-990) is a pre-requisite for participation in this course.

AWR-130-2 Incident Response to Terrorist Bombings

Educational institutions including K-12 schools, colleges and universities have been attacked by a variety of criminals, vandals, terrorists, suicide bombers and domestic extremist groups. The attackers have used improvised explosive devices (IEDs) including suicide bombs, time bombs, hand grenades, incendiary devices and remotely-detoned explosives. This 5 ½ hour course is designed to communicate basic information concerning explosives and incendiary devices that could be used against education facilities and appropriate response procedures at the awareness level. Course content includes information on: recognition and identification of
IED’s; components required to produce an explosive or incendiary event; pre-detonation safety rules; shielding, sheltering or evacuation decisions; safe distance considerations; and hazards encountered in structures after a bombing incident.

K-12 school administrators must attend the Understanding & Planning for School Bomb Incidents course as a prerequisite. The target audience includes school administrators, higher education institution officials responsible for emergency planning and managing bomb incidents, local law enforcement officers, college and university police/security/public safety officials, facilities managers, building and grounds management, housing, recreation and athletic staff.

**AWR-132 Understanding and Planning for School Bomb Incidents**

Bomb threats to schools are a significant problem throughout the United States. Although more than 90% of bomb threats turn out to be pranks, school districts must take each threat seriously because of the real potential for death and serious injury. The problem of bomb threats is an annual occurrence for many school districts, resulting in days lost from teaching and learning, emotional trauma to students and staff, and financial costs. Effective response to school bomb threats requires the coordinated efforts of administration, faculty, staff and first responders. For school administration, the principle decision involves whether to evacuate, partially evacuate and shelter-in-place, or take no action. However, each procedure is associated with certain critical tasks necessary to ensure a safe and effective response.

This 5 ½ hour awareness level course is designed to assist law enforcement officers, firefighters, other first responder agencies, school administrators, faculty and staff who are responsible in planning for and responding to bomb threats, suspected explosive devices found, or actual bombing incidents at a school. This course addresses issues and considerations involved in developing a safe and effective school bomb threat response plan annex as part of the School Emergency and Crisis Response Plan. **This is a pre-requisite course for K-12 school officials attending the AWR-130-2 Incident Response to Terrorist Bombings.**

**G-367 Emergency Planning for Campus Executives**

Tragedies and catastrophic incidents have taken place at colleges and universities in the past. Findings and recommendations from various after-action and lessons-learned reports from these incidents point to two major needs for institutions of higher learning: the concept of operations should be based on an all-hazards approach and the incident management of response mechanisms should transfer easily from one incident to another. This 2 hour overview of emergency planning serves as a briefing for executives of institutions of higher education and provides
them with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations.

**Forming a Campus Behavioral Threat Assessment Team**

Higher education institutions have an obligation to provide a safe environment for learning. Part of this safe environment includes the ability to prevent violence by evaluating potentially violent students, faculty and staff. Participants will gain an enhanced understanding and ability to identify persons of concern exhibiting threatening or aberrant behaviors, evaluate the risk of the threat and provide appropriate interventions and case management to reduce the risk of violence. The target audience and campus threat assessment process is a multi-disciplinary team approach comprised of higher education institutional leaders, faculty governance, campus law enforcement/security departments, campus counseling/mental health services, campus judicial affairs, local law enforcement and local community services/mental health agencies. Ultimately, this workshop will help increase the capacity of higher education institutions in responding to the mandates of the Illinois Campus Security Enhancement Act and improving overall campus violence prevention efforts.

This 1 day (8 hour) session is designed to address violence prevention through behavioral threat assessment using best practices, research, and showcasing different threat assessment models for higher education institutions. The content for this seminar was formulated by nationally recognized experts in the field of threat assessment and embeds research from the U.S. Secret Service and U.S. Department of Education, the Federal Bureau of Investigation’s National Center for the Analysis of Violent Crime and best practices from higher education institutions. The training targets actions based on behavioral assessments and focuses attention to campus and public safety concerns as well as legal issues involved in the process of managing potentially dangerous human behavior. The curricular training materials and resources provide in-depth information, model policies, sample operational guidelines, threat assessment team models, and related research studies. The course consists of five modules which include classroom instruction, guided discussions and practical activities involving case studies intended to facilitate discussion and decision-making.

**Advanced Campus Threat Assessment**

The training presented in this 8 hour session is a follow-up to the initial basic *Forming a Campus Behavioral Threat Assessment Team* course. This course is designed to provide information on current best practices, refresher training on campus threat assessment procedures, topics in advanced threat assessment, and tabletop and group exercises to reinforce skills. This advanced training provides
enhanced focus and skill-building on interview techniques designed to give participants a chance to practice their skills in a few key areas, particularly in threat assessment procedures, case management, planning for threat assessment interviews and in conducting interviews more effectively. While various team members may be familiar with gathering information in the context of a law enforcement interview or a clinical or mental health interview, this course provides strategies, skills and practice exercises that will enable all members of the threat assessment team to conduct more effective threat assessment interviews.

Participants will also gain a better understanding of recent legal developments in campus threat assessment, including the new national standard for colleges and universities and the standard of care for campus threat assessment teams and processes. These standards are shaping expectations for how teams handle threats and other disturbing behavior and which can also be used to help get “buy in” from upper level administrators and prompt people to action when needed. Participants will also gain a greater understanding of factors that can negatively impact team dynamics and how to remedy them.

The target audience for this course is current members of campus behavioral threat assessment teams investigating student and employee threatening or aberrant behaviors. The course is appropriate for campus or local law enforcement officials, community mental health professionals, campus counseling center staff, human resources, legal counsel, student services administrators, student housing, and others who may provide assistance to the team.

All-Hazard Emergency Planning for Illinois Colleges & Universities

Colleges and universities are sometimes threatened by natural and man made events, yet many higher education institution do not have up to date comprehensive emergency operations plans. Many senior campus officials are unaware of federal compliance requirements for higher education institution emergency plans under the Higher Education Opportunity Act 2008, Occupational Health and Safety Act, and the National Incident Management System (NIMS) including the use of the Incident Command System. The Illinois Campus Security Enhancement Act (CSEA) requires all higher education institutions to develop a NIMS compliant all-hazard emergency plan and a violence prevention plan, including formation of a multi-disciplinary Violence Prevention Committee and a campus threat assessment team. This session provides an awareness level overview of the components of effective campus emergency management planning including prevention, preparedness, response and recovery. This 5 hour training is appropriate for senior campus administrators, department heads, campus police/security, faculty and staff tasked with emergency management, communication and response. The target audience also includes first responder agencies, county/city/village emergency managers, community leaders and elected officials in areas where higher education institutions are located.
Topics addressed include compliance requirements for the CSEA and adopted administrative rules, standards and guidelines for a campus emergency plan and violence prevention plan, reporting requirements, and role of senior campus officials during emergencies. Information gained will assist in updating campus emergency operations plans, provide guidance for developing an emergency management team, establishing a campus emergency operations center and identify key roles of executive leadership during an incident or disaster.

**Campus-Community Emergency Response Team (CERT)**

The Campus Community Emergency Response Team (C-CERT) program is a 3 day course designed to prepare faculty, staff, and students to help themselves and assist the schools, higher education institutions or local community in the event of a disaster. Because emergency services personnel will not be able to help everyone immediately during major disasters, a C-CERT can make a difference by using the training to save lives and protect property. The goal of the C-CERT course is to provide participants with basic skills, knowledge, tools and resources necessary to serve on a team in the unique context of the school and campus community.

When emergencies occur, C-CERT members can assist first responders with critical support by providing immediate assistance to victims and organize spontaneous volunteers at a disaster site. Each C-CERT member will receive training in emergency preparedness, fire safety, disaster medical operations, CERT organization, Incident Command System, disaster psychology, terrorism, and light search and rescue. The target audience includes campus police, public safety, fire services, emergency medical personnel, environmental health and safety personnel, residence hall or building managers, risk managers, community relations or outreach officials, faculty, students, or other personnel employed by any college or university, who may be called upon to serve or lead a C-CERT team.

This training provides a perfect opportunity to serve as optional coursework for enhanced citizenship targeting middle/junior high/high school students. The goals and objectives of this course are aligned with community service requirements and specifically the Volunteer Service Credit Program (Section 27-22.3) to uniquely meet local graduation requirements.

**Updating the School Emergency Operations Plan**

The focus of this 7 hour training is to provide school officials with the knowledge, skills, and tools needed to refine and update an all-hazards school emergency operations plan (EOP). The course will help schools to determine areas for improvement, make changes and updates, and sustain readiness through training and exercising. The course aligns with the Joint Administrative Rules of the Illinois...

**Updating the Campus Emergency Operations Plan**

The focus of this 7 hour training is to provide higher education institution officials with the knowledge, skills and tools needed to refine and update an all-hazard Campus Emergency Operations Plan (EOP). This course aligns with the standards and guidelines adopted by the Joint Administrative Rules of the Illinois Campus Security Enhancement Act, the Federal Emergency Management Agency’s *Comprehensive Preparedness Guide* (CPG 101), and the *Guide to High-Quality Campus Emergency Operations Plans*, published by the federal departments of Education, Homeland Security, Federal Emergency Management Agency, Health and Human Services, Justice and the FBI. Participants will have an opportunity to review their campus EOP to determine if it contains the necessary components in scope and sequence, identify areas for improvement, and further develop recommendations for revisions, review and approval by campus officials.

**Training and Exercising the School Emergency Operations Plan**

This 6 hour training provides information and guidance on how training and exercising contributes to school preparedness efforts. The more your school EOP is practiced and stakeholders trained on its contents, the more effectively they will be able to act before, during and after an emergency to lessen the impact on life and property. Exercises play a vital role in your school's preparedness by enabling faculty, staff, students and the whole community to test and validate plans and capabilities, and identify both capability gaps and areas for improvement. Participants will have an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

**Training and Exercising the Campus Emergency Operations Plan**

This 6 hour training provides information and guidance on developing and implementing a strategy for training and testing the Campus Emergency Operations Plan. Training and exercising aims to help entities within the higher education
community gain objective assessment of their capabilities so that gaps, deficiencies and vulnerabilities are addressed prior to a real incident. Well-designed and well-executed exercises are the most effective means of: assessing and validating policies, plans, and procedures; clarifying roles and responsibilities; identifying gaps between current and desired performance; improving interagency coordination and communications; and, identifying opportunities for improvement. Participants will have an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation (HSEEP) guidance that constitutes a national standard for exercises. Group activity also includes building a training and exercise schedule.