LESSON PLAN COVER SHEET

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| Course Title | Crisis Management Plan Template Completion |

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| **Intended Audience:**  School administrators  Division-level administrators  Designated emergency managers | **Room/Equipment Requirements:**   * Table space for each participant * Projector, computer with PowerPoint capability |
| **Ideal Number of Participants:**  25 participants | **Training Duration:**  4 hours - Sample agenda provided below |
| **Learning Objectives:**  By the end of the course, participants will be able to:   1. Identify members of their safety team(s) 2. State legislative code requirements related to CMP development 3. Identify areas of concern at their building(s) related to response actions 4. Develop a list of follow-up tasks to address with safety team and/or CMP Committee 5. Locate reunification sites appropriate for their building(s) 6. Address planning concerns for individuals with additional needs 7. Complete the CMP template | **Evaluation Procedures:**  (How the completion of the objectives will be evaluated)   1. Group Discussions 2. Group responses to questions 3. Random checks for understanding 4. Course Evaluation (sample included) 5. Pre/Post Test |
| **Teaching Methods / Strategies:**   1. Presentation of developed slides 2. Group discussions 3. Resource/reference documents | |
| **Teaching Materials / Participant Handouts:**   1. Printed or Digital copy of the CMP Template, including Resource Templates section 2. Handouts listed below relative to each unit/module | **Additional/Optional Materials:**   1. Printed or Digital copy of slides for note taking 2. Printed or Digital copy of *“Division Guide for Crisis Management Planning”* 3. Printed or Digital copy of *“The Virginia Educators Guide for Planning and Conducting School Emergency Drills”* 4. Printed or digital copy of *“Threat Assessment and Management in Virginia Public Schools: Model Policies, Procedures and Guidelines (4th Edition)”* 5. Printed or digital copy of *“Virginia Safety Planning Guide for Individuals with Special Needs”* |

| **Presentation Information** | **Instructor Notes:** |
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| **Unit 1: Important Considerations Before a Crisis**  **Duration**  60 minutes  **Scope Statement**  In Unit 1 of the CMP Training, participants will cover topics related to prevention, mitigation, preparedness and planning as well as related actions that should be taken before a crisis occurs. This includes completing a hazard analysis; reviewing daily safety operations; scheduling and documenting emergency drills; and mapping safety equipment and medical supplies across the building. Participants will also be provided with information related to the legal authority and requirements for developing, maintaining, and distributing their CMP. | Handouts needed for Unit 1:   * Printed copy of “Information Needed for Completion” * CMP Acronyms list * Code of Virginia References |
| **Unit 1 – Module 1: Prevention, Mitigation, Protection and Preparedness Strategies**  **Duration**  30 minutes  **Topics**   * Defining Prevention, Mitigation, Protection and Preparedness * School Safety Committee membership and responsibilities * Completing a Hazard Analysis and other risk identification methods * Daily safety operations | Refer to slide notes for presentation script.  Handouts for Module 1:   * Phases of Emergency Management Summary * Readiness Levels Chart * State Audit Process Timeline |
| **Unit 1 – Module 2: Planning**  **Duration**  30 Minutes  **Topics**   * Emergency Drills requirements, scheduling, documenting, and reporting * Emergency Supplies and Equipment mapping * Medical Emergency training * Staff specialty training * CPR/First Aid requirements * Planning for Individuals with Additional Needs | Refer to slide notes for presentation script.  Handouts for Module 2:   * Drill planning chart * Sample Drill Report * Sample AAR * Sample Maps |
| **Unit 2: Important Considerations During a Crisis**  **Duration**  120 minutes  **Scope Statement**  In Unit 2 of the CMP Training the group will be introduced to the Incident Command System and work to develop their school ICS team chart. Discussions around response protocols for varying situations will include the Standard Response Protocols; Avoid, Deny, Defend concepts; medical care considerations; staff roles and responsibilities during response; and the importance of staff, student, and visitor accountability. Participants will also be given instructions on the completion of building safety mapping to facilitate a more coordinated response. In addition to general response protocols, participants will plan for hazard specific protocols such as natural disasters, environmental hazards, critical incidents, medical emergencies, and threats to safety. Unit 2 will close with a review of crisis operations including communications, delegation of authority during a crisis and the purpose of an Emergency Operations Center. |  |
| **Unit 2 – Module 3: Incident Command System**  **Duration**  30 minutes  **Topics**   * ICS Planning * Roles and responsibilities before responders arrive * School ICS teams * Unified Command * Partnerships with responding agencies * Emergency Delegation of Authority * Continuity of Operations Planning | Refer to slide notes for presentation script.  Handouts for Module 3:   * ICS Chart |
| **Unit 2 – Module 4: Emergency Response Protocols**  **Duration**  30 minutes  **Topics**   * Standard Response Protocol * Self-Protection Strategies * Planning for Response actions * School Mapping * Site Mapping | Refer to slide notes for presentation script.  Handouts for Module 4:   * SRP Overview Page * Roles and Responsibilities Charts |
| **Unit 2 – Module 5: Threat and Hazard Specific Response**  **Duration**  30 minutes  **Topics**   * Act of Terrorism * Active Attack * Bomb Threat/Suspicious Packages * Bus/Vehicle Crash * Death/Serious Injury * Flood * Medical Emergencies * Missing/Abducted Students * Severe Lightning * Tornado * Trespasses/Unauthorized Person * Utility Failure | Refer to slide notes for presentation script. |
| **Unit 2 – Module 6: Crisis Response Operations**  **Duration**  30 Minutes  **Topics**   * Crisis Communications * Emergency Operations Center * Staging Areas * Reunification sites | Refer to slide notes for presentation script.  Handouts for Module 6:   * Sample MOU |
| **Unit 3: Important Considerations After a Crisis**  **Duration**  50 minutes  **Scope Statement**  Unit 3 of the CMP Training will cover the recovery phase of emergency management, or what happens after a crisis. Participants will walk through reunification and considerations for planning an effective family reunification process. In addition, participants will discuss operational recovery goals for physical structures, business continuity, restoration of academic learning, and psychological and emotional recovery for staff and students. | A list of items that should be prepared before completing the CMP Template can be found in the opening pages.  Handouts related to varying topics are also included in the Supporting Documents section of the CMP. |
| **Unit 3 – Module 7: Reunification**  **Duration**  20 minutes  **Topics**   * Objectives during Reunification * Team member roles and responsibilities * Site responsibilities | Refer to slide notes for presentation script. |
| **Unit 3 – Module 8: Recovery**  **Duration**  30 minutes  **Topics**   * Purpose, Goals and Focus during recovery * Counseling/Student support * Facilities and Transportation * Academic recovery * Essential departments and functions | Refer to slide notes for presentation script.  Handouts for Module 8:   * Essential Dept. Functions |
| **Unit 4: Additional Needs**  **Duration**  30 minutes  **Scope Statement**  Unit 4 focuses specifically on planning for individuals with additional needs. Participants will cover development, documentation and execution of individualized safety plans as well as identifying students and staff members who qualify for an ISP. | A list of items that should be prepared before completing the CMP Template can be found in the opening pages.  Handouts related to varying topics are also included in the Supporting Documents section of the CMP. |
| **Unit 4 – Module 9: Planning for Individuals with Additional Needs**  **Duration**  30 minutes  **Topics**   * Qualifications for an Individual Safety Plan * Permanent and temporary functional and access needs * Staff assignments for an ISP * Developing an ISP * Documenting an ISP * Identifying troubling/challenging areas in your school | Refer to slide notes for presentation script.  Handouts for Module 9:   * TEAMS Handout |
| **Unit 5: Supporting Documents**  **Duration**  30 minutes  **Scope Statement**  During Unit 5 participants will be given an overview of available resources for completing their CMP including templates, checklists, sample documents, and other resources. Participants will also review record keeping as it relates to documenting staff training, contact information, contracts and other agreements, and safety drill information in the CMP. | A list of items that should be prepared before completing the CMP Template can be found in the opening pages.  Handouts related to varying topics are also included in the Supporting Documents section of the CMP. |
| **Unit 5 – Module 10: Supporting Documents and Record Keeping**  **Duration**  30 minutes  **Topics**   * Supporting Documents: Before * Supporting Documents: During * Supporting Documents: After * Contact lists * Contracts and Agreements * Documenting trainings and drills | Refer to slide notes for presentation script.  Handouts for Module 10:   * TOC from Resource Templates Section |

**Sample Agenda:**

8:30 am – 9:00 am Sign In, Distribute Materials

9:00 am – 10:00 am Unit 1

10:00 am – 10:15 am Break

10:30 am – 12:30 pm Unit 2

12:30 pm – 1:30 pm Lunch

1:30 pm – 2:20 pm Unit 3

2:20 pm – 2:40 pm Break

2:40 pm – 3:10 pm Unit 4

3:10 pm – 3:40 pm Unit 5

3:40 pm – 4:00 pm Wrap Up, Questions, Evaluation