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The modules are divided into specific sections and the presenter will notify you when moving into each section to make the presentation easier to follow, understand and retain in spite of the volume of information presented.

This handout reflects the key points for the modules, space for the attendee to write down the key points for each section within the module to improve retention of the information, a place to write down and other information you find interesting from each section. As appropriate, sections may include additional information identified as "detailed content" containing text content that attendees might want to retain without rushing to write it down. This teaching and handout style has been developed specifically by Safe Havens using research based concepts to dramatically improve attendee retention and is also designed to make the session more enjoyable for attendees. We welcome any comments or suggestions you might have to improve our presentation style, handouts or specific content.

We hope you find this session to be helpful and worth your time and we thank you for your efforts to make our schools safer.

#### **Free resources**

Federal emergency management agency  
United States Department of Education  
Centers for Disease Control  
Safe Havens International [www.safehavensinternational.org](http://www.safehavensinternational.org)

- School safety grant resource list
- Tactical site survey checklist
- Papers on various school safety topics
- Free E-newsletter
- Free E-book *Let None Learn in Fear*

#### **Sections Covered in Module One:**

- All Hazards Planning
- Plan Structure
- Key Emergency Functions
- Decision Making
- The National Incident Management System
- Crisis Team Structure

#### **Section One – All Hazards Planning**

Key points

1. Assessment based
2. Fits local as well as national hazards
3. Comprehensive
4. More realistic means of planning

Other points of interest:

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## **Section Two – Plan Structure**

Key points

1. Top level plan
2. Emergency reference charts
  - a. Administrators/crisis team members
  - b. Teachers
  - c. Custodians
  - d. Food service personnel
  - e. School bus drivers/route supervisors
  - f. After hours events
3. Functional protocols
4. Incident specific protocols

Other points of interest:

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## **Section Three – Key Emergency Functions**

Key points

1. Lockdowns
2. Reverse evacuation
3. Shelter in place
4. Fire evacuation
5. Non fire evacuation

Other points of interest:

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## **Section Four – Decision Making**

Key points

1. Directed actions
2. Self directed actions
3. Prioritization
4. Most important decisions first
5. Practice is crucial

Other points of interest:

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## **Section Five – The National Incident Management System**

Key points

1. Recommended by the U.S.D.O.E. and U.S.D.H.S.
2. Information and resource management system
3. Will help school officials implement their plans under extreme pressure
4. Allows complex and multiple organizations to work together during a crisis
5. Ensures that someone is always in charge and allows for input and coordination for all participating organizations

Other points of interest:

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**Section Six – Crisis Team Structure**

Key points

1. District team
2. Site teams
3. Functionally based
4. Notification
5. Cross training
6. Ability to function under stress

Other points of interest:

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