



Developing and Implementing a Safety Plan

Thursday, May 6, 2021



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Objectives



-  Understand the basics of safety planning.
-  Adapt or create a safety plan that aligns with your program's needs and logistics.
-  Develop a plan to implement training and safety procedures in your program.





Five Mission Areas for National Preparedness





Three Steps of Safety Planning

Prepare

Respond

Recover

Steps to Plan



Prepare

- Safety Planning Team
- Review, Modify and Update the Existing Safety Plan
- Assemble Emergency Supplies
- Practice Your Plan
- Train Staff
- Communicate With Stakeholders

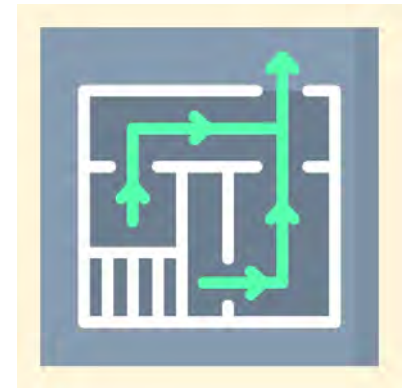


Safety Planning Team



- Community safety team
- School district or host organization's safety planning team
- Program safety planning team
- Emergency team

Review, Modify and Update the Existing Safety Plan



Safety Planning Resources



The screenshot shows the homepage of the Readiness and Emergency Management for Schools (REMS) Technical Assistance Center. The header includes the REMS logo, navigation links for 'ABOUT', 'GUIDANCE', 'RESOURCES', 'TOOLS', and 'TRAINING', and utility links for 'Contact Us', 'CoP Log In', and 'Advanced Search'. The main banner features the text 'Your National School Safety Center' and a descriptive paragraph about the center's mission. Below the banner are four circular icons representing 'UPCOMING EVENTS', 'BEST PRACTICES', '#REMSONTHEROAD', and 'QUICK LINKS'. The 'UPCOMING EVENTS' section lists 'Fire Prevention Week Begins' on Oct 6 and 'Great ShakeOut Earthquake Drills' on Oct 17. The 'BEST PRACTICES' section highlights 'The Role of Districts in Developing High-Quality School Emergency Operations Plans' as a new resource. The '#REMSONTHEROAD' section lists events in Hollis, NY (Sep 5), Washington, D.C. (Sep 25), Salem, OR (Sep 9), and Augusta, ME (Sep 26). The 'QUICK LINKS' section includes 'Request a Live Training' and 'Take an Online Course'.

YOU FOR YOUTH

REMS
TECHNICAL ASSISTANCE CENTER

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

The U.S. Department of Education's Office of Safe and Supportive Schools administers the REMS TA Center to support a safe and supportive learning environment for children, faculty, staff, and others. We serve two critical functions: We build the preparedness capacity (including prevention, protection, mitigation, response, and recovery efforts) of schools, school districts, institutions of higher education (IHEs), and their community partners at the local, state, and Federal levels. We also manage the REMS TA Center Website, which serves as the primary disseminator of information for schools, school districts, and IHEs for emergencies.

Your National School Safety Center

UPCOMING EVENTS

- OCT 6** Fire Prevention Week Begins
- OCT 17** Great ShakeOut Earthquake Drills

BEST PRACTICES

new The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the *School Guide*

#REMSONTHEROAD

- SEP 5** Hollis, NY
- SEP 9** Salem, OR
- SEP 25** Washington, D.C.
- SEP 26** Augusta, ME

QUICK LINKS

- Request a Live Training
- Take an Online Course

Safety Planning Resources



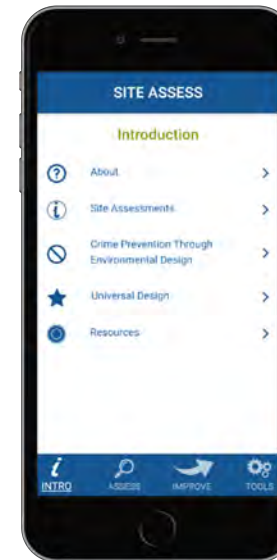
EOP ASSESS



EOP EVALUATE



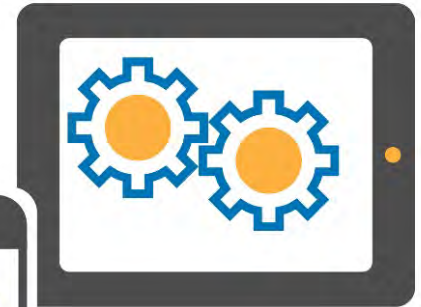
EOP ASSIST Interactive Workbook



Safety Planning Resources



SITE ASSESS

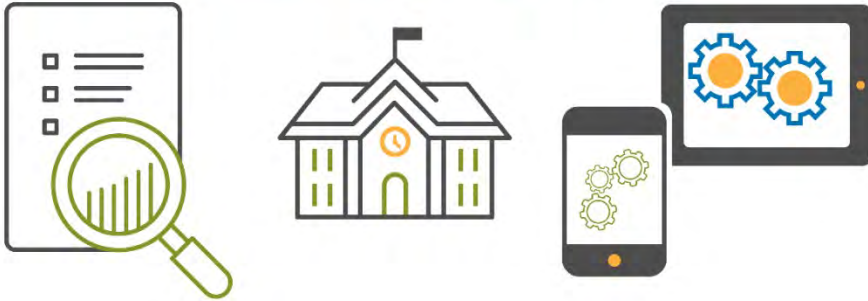


Safety Planning Resources



YOU FOR YOUTH

SITE ASSESS



Start examining the safety, security, accessibility, and emergency preparedness of your school buildings and grounds.



Safety Planning Resources




YOU FOR YOUTH

Develop a
custom plan



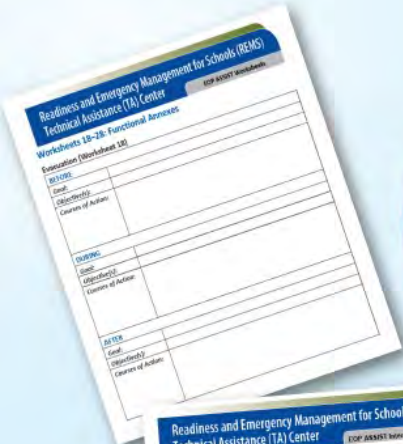


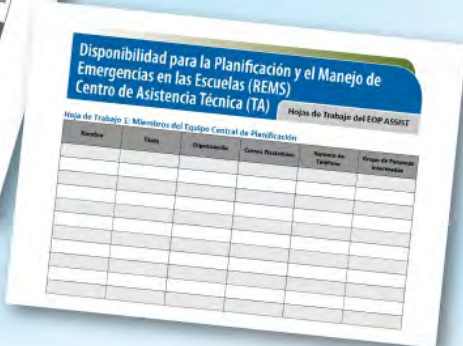
Safety Planning Resources

EOP ASSIST Interactive Workbook

ENGLISH
Instructions
Worksheets

ESPAÑOL
Instrucciones
Hojas de Trabajo

Amenaza o Peligro: Incendio

ANTES	DEBANTE	DESPUES
Prevenir la propagación de incendios en las escuelas.	Prevenir a los estudiantes y al personal de lesiones por incendios.	Atender a los heridos y proporcionar asistencia médica.
Prepararse para la evacuación de la escuela.	Prepararse para la evacuación de la escuela.	Atender a los heridos y proporcionar asistencia médica.
Prepararse para la evacuación de la escuela.	Prepararse para la evacuación de la escuela.	Atender a los heridos y proporcionar asistencia médica.

Now available in Spanish!

Safety Plan Development Resource



RCRC Toolbox



2019

National Center for
Disaster Preparedness
EARTH INSTITUTE | COLUMBIA UNIVERSITY



Emergency Planning Template & Assessment Tool

FOR AFTER-SCHOOL PROGRAMS

Threats and Hazards



YOU FOR YOUTH

Natural hazards

- Earthquakes
- Tornadoes
- Lightning
- Severe wind
- Hurricane
- Floods
- Wildfire
- Extreme temperatures
- Landslides or mudslides
- Winter precipitation

Technological hazards

- Hazardous materials in the community, industrial plants, tanker trucks on major highways or railroads
- Radiological releases from nuclear power stations
- Hazardous materials in the schools
- Sewage break or laboratory spill
- Infrastructure failure: dam, power, water systems, cyber
- Water failure

Adversarial and human-caused threats

- Fire or explosion
- Medical emergency
- Active shooters
- Threat of violence
- Fights
- Gang violence
- Bomb threat or device found
- Child abuse
- Cyber attack

Biological

- Contaminated food
- Suicide
- Dangerous diseases
- Missing student or kidnapping
- Kidnapping
- School Bus emergencies
- Student demonstration or protest
- Toxic materials present in school laboratories
- Dangerous animals

Threats and Hazards Resource



Emergency Management Functions

Emergency managers and planning teams at education agencies throughout the country are required to activate a variety of operational functions before, during, and after a threat or hazard impacts the school and/or campus community. Select the function type to access resources that can help strengthen efforts to prevent, protect, mitigate, respond, and recover.

- Accounting for All Persons
- Alerts, Communications and Warnings
- Continuity of Operations
- Evacuation
- Family Reunification
- Lockdown
- Public Health, Medical, and Mental Health
- Security

Hazards and Threats

School districts, schools, and institutions of higher education (IHEs) may be at risk for a variety of threats and hazards based on geographical location, local crime statistics, proximity to chemical plants, and a variety of other factors. Select a threat or hazard type below to access resources that cover the before, during, and after aspects education agencies may consider when planning.

- Adversarial and Human-Caused Threats
- Biological Hazards
- Natural Hazards
- Technological Hazards

Planning Basics and Principles

Need help with understanding emergency management planning basics and principles? Select a section title to access resources that will support collaborative, effective, and sustainable planning. Start planning today!

- Access/Functional Needs
- All-Hazards Approach
- All Settings, All Times
- Assessments
- Collaboration
- EOP Development and Planning Process
- School and Higher Ed Safety Leadership
- Whole Community Planning





Other Threats/Hazards

Day-to-Day General Safety Protocols




- Check-in/out procedure
- Bathroom procedures
- Internal communication
- Playground rules
- Volunteer/visitor guidelines
- Field trip protocols
- Group management

Illness and Injury

- Bumps, bruises, scrapes and cuts
- Fever
- Lice
- Vomit
- Bathroom incidents
- Pink eye
- Broken bones



COVID-19 Planning

-  Work with your host organization/school district to align your responses and planning.
-  Review the Centers for Disease Control and Prevention (CDC) recommendations.
-  Know your state and local regulations and guidelines for reopening phases.



CDC Resources

Guidance for Operating Youth and Summer Camps During COVID-19

CDC's Guidance for Operating Youth and Summer Camps during COVID-19

Updated Apr. 24, 2021

Languages ▾

Print

Summary of Recent Changes

Updates as of April 24, 2021



COVID-19 Planning Resources



COVID-19 Planning Considerations: Return to In-person Education in Schools

Critical Updates | **Guidance Related to Childcare During COVID-19**

[Critical Updates on COVID-19](#) / [Clinical Guidance](#) / [Guidance Related to Childcare During COVID-19](#)

Guidance for Families and Pediatricians on Camp Attendance During the COVID-19 Pandemic

[Critical Updates on COVID-19](#) / [Clinical Guidance](#) / [Guidance for Families and Pediatricians on Camp Attendance During the COVID-19 Pandemic](#)

American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN®



The American Academy of Pediatrics (AAP) promotes what is in the best interest of children and supports pediatricians as they consider the evolving effects of the novel coronavirus disease 2019 (COVID-19) pandemic. As pediatricians address the overall health and safety of children and families, it is essential for them to discuss with parents the importance of promoting healthy child development despite the challenges and impacts of the COVID-19 pandemic. This guidance is intended for use by pediatricians and families as they make informed decisions on sending children to overnight/sleep away or day camp this summer.



COVID-19 Planning Resources



YOU FOR YOUTH



Contact Us

Advanced Search

search

ABOUT GUIDANCE RESOURCES TOOLS TRAINING

Topic-Specific Resources to Support Your Emergency Management Planning



Coronavirus Disease 2019, COVID-19

Education agencies across the nation have been working tirelessly throughout the COVID-19 pandemic to support their students, families, staff, faculty, administrators, and communities. Whether you are new to school emergency management planning or are an experienced school safety leader, the REMS TA Center is here to support you and your education agency with the information, products, and services you need to respond to, continue to operate during, and recover from COVID-19. Find guidance, resources, training, and tools in one centralized location on COVID-19 and infectious disease planning activities. This page is updated on a regular basis in order to provide you with the most up-to-date information. We encourage you to bookmark this page and check in daily.

[COVID-19 Updates from the U.S. Centers for Disease Control and Prevention](#)

[Government Response to COVID-19](#)

[Coronavirus.gov](#)

[COVID-19 Information and Resources for Schools and School Personnel from the U.S. Department of Education](#)

View the latest recommendations and resources from the U.S. Centers for Disease Control and Prevention, U.S. Department of Education, REMS TA Center, and Federal agency partners on the topic of COVID-19 and infectious disease planning within K-12 schools and institutions of higher education via this page.

Best practices to prevent the spread of respiratory diseases like COVID-19 ("Coronavirus")

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick, except to get medical care.

For more information: www.cdc.gov/COVID19

COVID-19 Planning Resources



YOU FOR YOUTH



Field Guide for Camp



Camp Business Resources



Health and Wellness



Mental Health Resources



Online Learning and Events



Virtual Program Resources

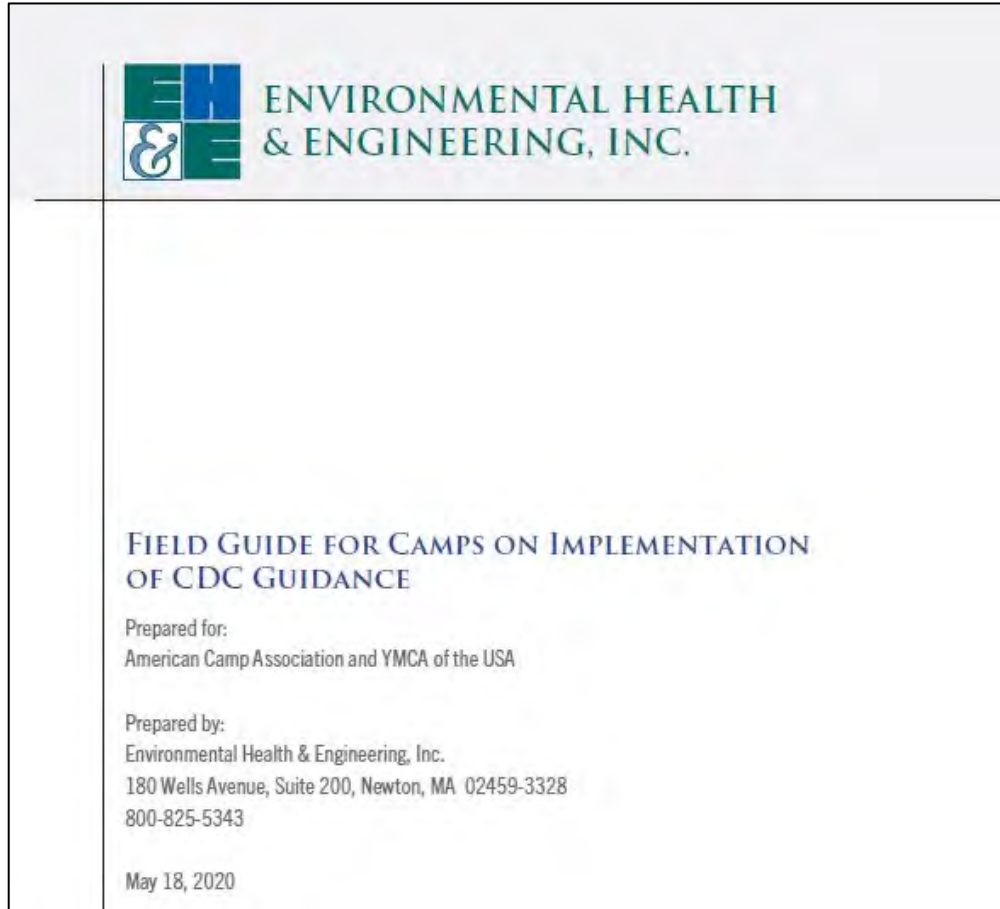


Staffing and Human Resources



Marketing and Communications

Key Concepts of the Field Guide



- Protecting the most vulnerable people
- Screening and monitoring:
 - Pre-screen prior to camp
 - Screen upon arrival
 - Monitor all day
- Camp as a bubble
- Organize into program cohorts:
 - Household – smallest group
 - Neighborhood – group of households
 - Entire camp
- Communicable Disease Plan

Conduct a Safety Walk-Through



Safety Self-Assessment



YOU FOR YOUTH



You for Youth | Safety Plan

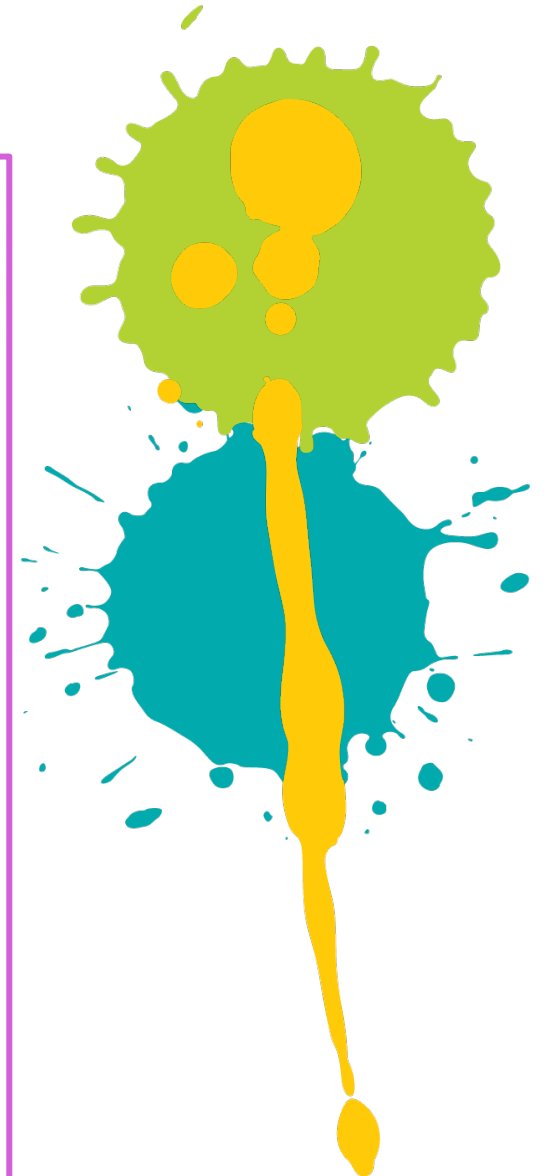
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Site Coordinator Safety Checklist

Use this checklist to assess safety readiness. Be sure to include safety practices specific to your site and/or program, as outlined in your Safety Plan.

Checklist

- Space has name or number clearly displayed.
- All doors can be locked, and the lock is functioning.
- All windows have some type of covering.
- All windows can be locked, and the lock is functioning.
- Phone directory or listing is current and accessible to staff members.
- First aid kits or supplies are stocked.
- Evacuation routes are posted.
- Shelter-in-place locations are posted.
- Bookcases and cabinets more than five feet tall are secured to the wall.
- The room is free of any trip hazards or obstructions.





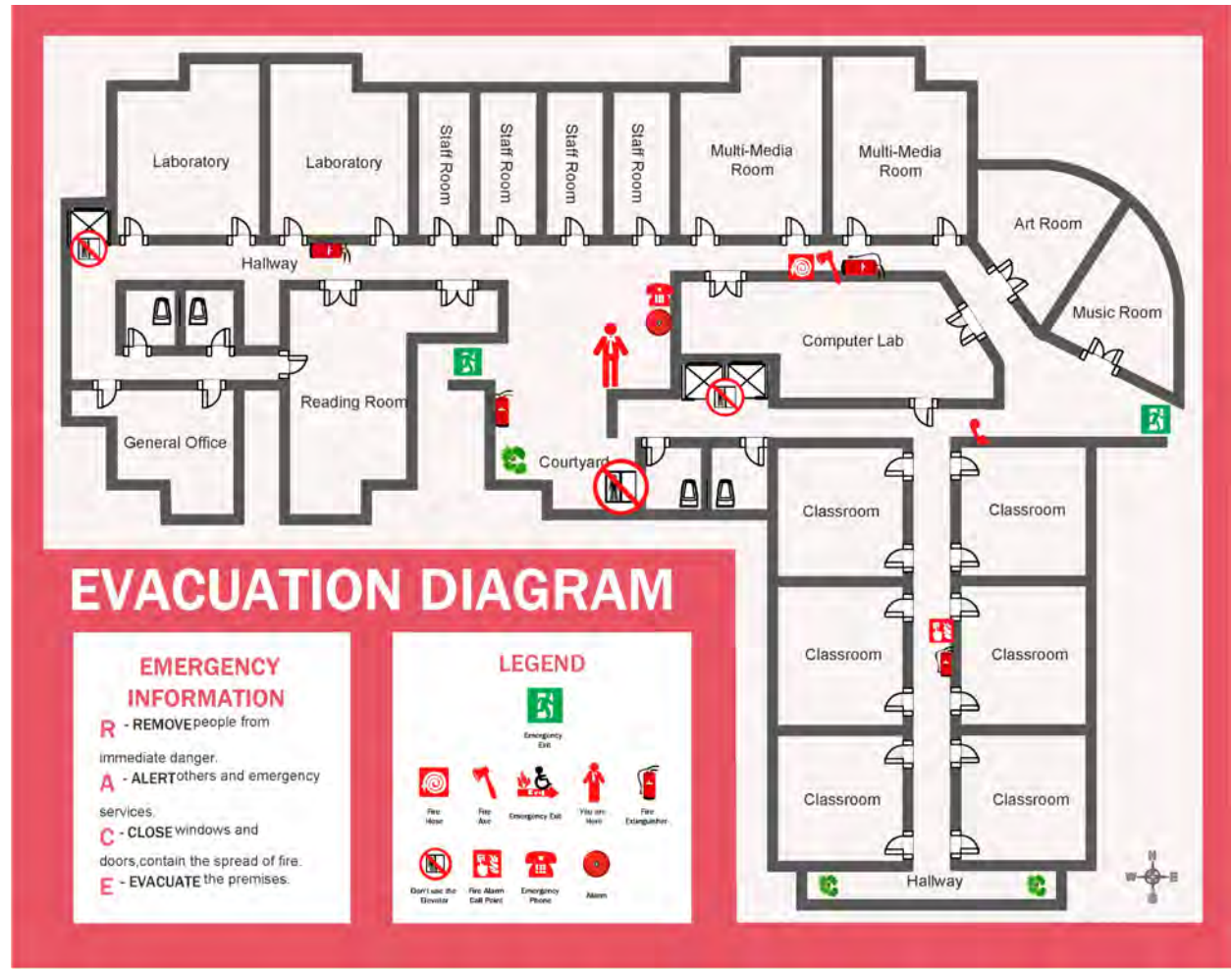
Assemble Emergency Supplies



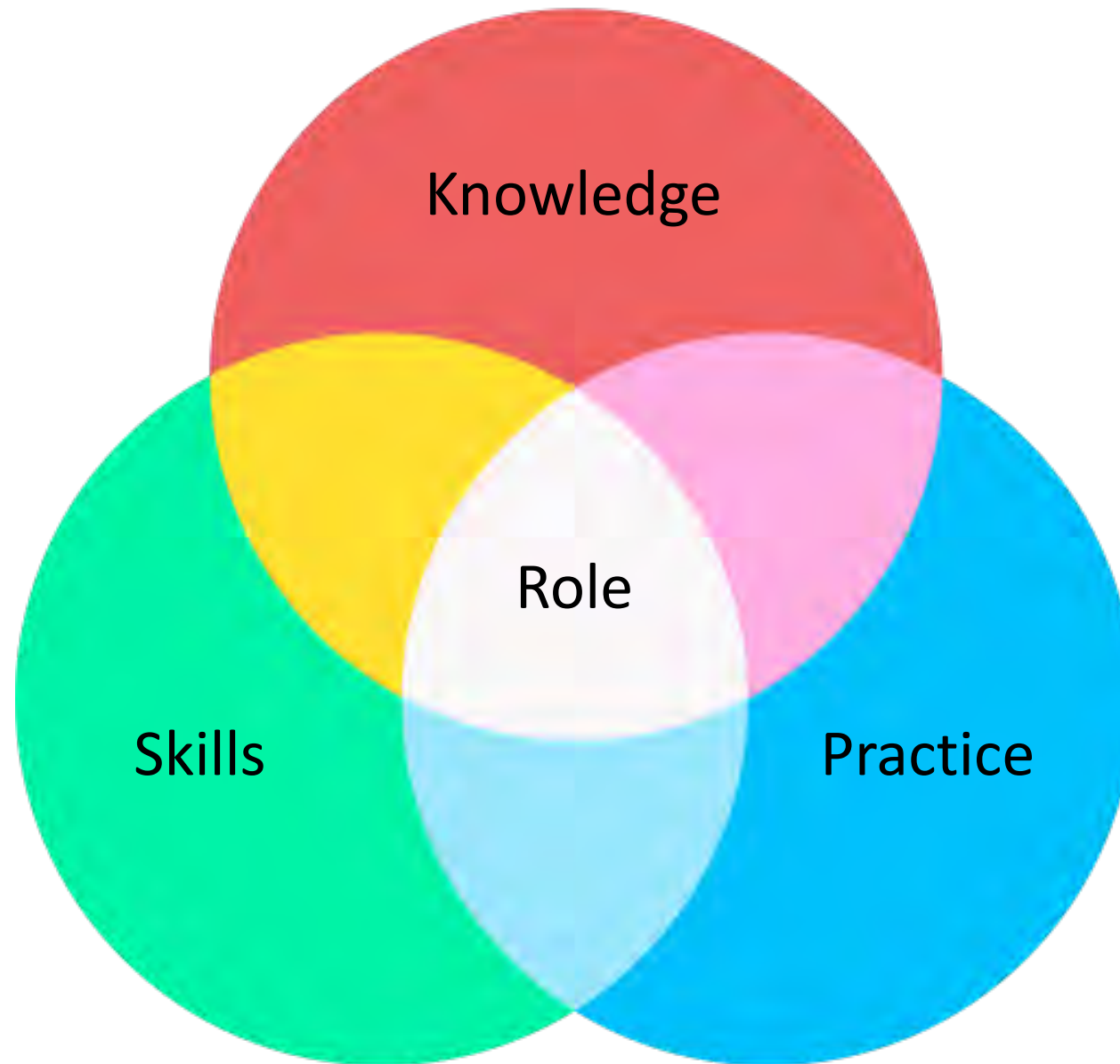


Practice Your Plan

May 2020



Train Staff





Training Resources



You for Youth | Safety Plan

1

Training and Practice Plan

Training and practice are essential to emergency preparedness. Practicing safety procedures helps ensure that things will go smoothly if there's a fire, for example, because staff and students will know exactly what to do and where to go. The purpose is to ensure the health and safety of program staff, students and visitors during an emergency — and to minimize trauma and possible long-term impacts associated with trauma. It's important to provide role-specific training for staff and age-appropriate training for students. Make sure everyone understands the terminology and guidelines you use during safety drills and exercises.

To develop a safety training plan, examine your Safety Plan and follow these steps to identify your program's training needs with regard to the plan:

1. Consider the skills, knowledge and strengths of staff members.
2. Align staff members' skills, knowledge and strengths with the areas of the Safety Plan that they match as you plan safety training and assignment of responsibilities.
3. Tap into partner and community resources to find professional development opportunities.
4. Once gaps are identified, seek reputable resources to help provide relevant, quality professional development that is appropriate to the facility, to the experience and expertise of the staff, and to the ages of the students in your program.

There are many sources that will provide free safety training to facilities serving youth. Choose sources that align with your program culture and with the ages and abilities of the students you



Communicate With Stakeholders



- Hosting organization/school district
- Safety planning team
- Emergency team/staff
- Students
- Families
- Community



Preparation Resources



NATIONAL CENTER ON
Afterschool and Summer Enrichment

Out-of-School Time
Emergency Preparedness,
Response, and Recovery

Toolkit





Safety Click & Go

CLICK & GO 2: SAFETY

DEVELOPING AND IMPLEMENTING A SAFETY PLAN

Are program staff clear on roles and expectations during various emergencies? Are program students and families aware of and ready to implement set safety procedures? This Click & Go will help program directors, site coordinators and other program leadership implement existing organizational safety plans through protocols, practices and trainings.

OBJECTIVES

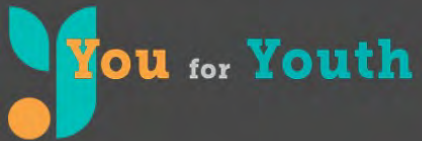
To enable participants to:

- Implement an existing safety plan.
- Work with the program's host organization to modify an existing safety plan to align with program logistics.
- Develop a plan to implement training and practice safety procedures.
- Implement practice drills with students and families in mind.

[Zip Link](#)  (82 MB) Select paperclip to download the resources for this Click & Go!



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Next Steps

How can you apply what you learned?

Q&A





Contact Us

<https://y4y.ed.gov>

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