**Request for Pilot Program Participation**

**BASIC Prep:**

**Businesses Assisting Schools in Communities Prepare**

**REQUEST FOR PARTICIPATION FROM**

**SCHOOL DISTRICTS or BUSINESSES**

**REQUESTS WILL BE ACCEPTED IMMEDIATELY UNTIL FIVE SCHOOLS HAVE BEEN MATCHED WITH APPROPRIATE BUSINESSES**



**Facilitated by the**

**Colorado School Safety Resource Center,**

**Department of Public Safety**

**Project Administrator**

**700 Kipling Street, Suite 1000**

**Denver, Colorado 80215-5897**

**303-239-4435**

**www.Colorado.gov/CSSRC**

**The Colorado School Safety Resource Center is not offering funding for this pilot program or individual projects. The BASIC Prep pilot program will provide facilitated collaboration between Colorado schools and businesses as they work in partnership to enhance school resiliency, emergency preparedness and safety planning, furthering student safety across the state.**

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| **History**  **Collaborators** | The frequency of disasters across the country has increased in recent  years– a trend that communities across Colorado have experienced  firsthand with the uptick of destructive wildfires and floods. Despite this fact,  the Federal Emergency Management Agency’s (FEMA) 2012 National  Survey revealed that 54 percent of the U.S. population does not believe their  community will experience a natural disaster.  With this surprising finding in mind – along with a shared goal of creating  sustainable preparedness and safety programs in Colorado schools – a  group of state and local emergency management agencies, non-profit and  community-based organizations, school districts and private sector experts  came together to create the BASIC Prep (Businesses Assisting Schools in  Communities Prepare) Pilot Program. By aligning the emergency  management and safety planning expertise and resources of Colorado’s  thriving business community with schools in need of assistance, whole  communities stand to become more resilient in any kind of hazard.  The mission of the Colorado School Safety Resource Center (the Center) is  to assist educators, emergency responders, community organizations,  school mental health professionals, parents and students to create safe,  positive and successful school environments. By serving as the facilitator of  the BASIC Prep Pilot Program, the Center and its partners in this initiative  aim to help close the national gap that exists around disaster preparedness.   * American Red Cross * ADPS, LLC & 2ELK Consulting * Boulder Valley School District * City and County of Denver Office of Emergency Management * Colorado Division of Homeland Security and Emergency Management, Colorado Department of Public Safety * Colorado School Safety Resource Center, Colorado Department of Public Safety * Colorado Voluntary Organizations Active in Disaster (VOAD) * FEMA Region VIII * Mercury Payment Systems * St. Vrain Valley School District * GCS Security Services * Allegion * Thompson School District * Firestorm * San Juan BOCES |
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| **Purpose of Program** | The purpose of **Businesses Assisting Schools in Communities Prepare (BASIC Prep)** is to enhance emergency preparedness and safety planning initiatives in Colorado schools by aligning districts and individual schools (hereafter referred to as “schools”) with appropriate business sector partners. This program is intended to help schools create sustainable preparedness strategies for human-caused and natural disasters, while providing business partners the opportunity to share expertise and/or resources and increase their profile and value to Colorado communities.  Participation in the BASIC Prep pilot program is strictly voluntary for both schools and businesses. The purpose of the pilot program is to test this collaboration idea, identify challenges and provide tools and templates to be used for a larger rollout across the state. In order to be successful, it is critical that both parties agree on roles, responsibilities and expectations prior to beginning a pilot program project.  All project arrangements or exchange of resources made between the participants are solely the concern of the schools and businesses and will not be regulated by the Program Coordinator, the Colorado School Safety Resource Center (hereafter referred to as “the Center”), the Colorado Department of Public Safety, the State of Colorado or any of its affiliates. |
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| **Eligibility** | Any Colorado school (pre-K thru grade 12) or business may submit a project application for the BASIC Prep pilot program. Upon selection for the pilot program, schools and businesses will be matched by the Center, through a consensus process, based on the needs of the schools and the resources offered by the businesses as outlined in the application process. Both the schools and the businesses will have final say in the matching process. |
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| **Project Selection Criteria** | **Preference for the pilot program projects will be given to small, rural (pre-K to grade 12) schools in anticipation of a larger rollout following the successful implementation of this pilot program. Preference will also be given to schools and businesses that express an interest in increasing emergency preparedness, school safety and resiliency in one or more of the following ways but is not limited to:**   * Creation of a multi-agency planning team that includes the business partner and other community stakeholders * Creation or updating of district/school emergency preparedness plans * Assessing and addressing hazards within the school environment, as well as hazards in the surrounding community that may impact the school * Creation of a plan for continuing business and educational activities in the wake of a disaster or COOP/Continuity of Operations plan for the district/school * Providing assistance to districts/schools in implementing an evidence-based curriculum that addresses hazard prevention and/or emergency preparedness * Other safety concerns or resources identified by the district/school and the business partner * All resources are welcome and businesses may also decide to provide resources to more than one school or district |

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| **Available Funding** | The Center will not provide specific funds but will coordinate partnerships  between Colorado schools and businesses based on the corresponding  needs, expertise, time and resources of pilot program participants. The  Center will facilitate the meetings of pilot program participants and assist  pilot schools and businesses in evaluating their outcomes of their projects.  Additionally, the Center will capture lessons learned, successes and  challenges, which will be used to determine the viability of an expanded  program rollout. |
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| **Duration of Project** | BASIC Prep pilot schools and businesses will be on a first-come, first-serve basis and can begin work on their projects as soon as possible after their acceptance into the program and at the convenience of all parties. The Center is prepared to facilitate the pilot program through May 1, 2015. Continued collaboration between participating pilot schools and businesses beyond that date is solely the decision of those partners. Schools and businesses participating in the project will agree to the “BASIC Prep Terms and Conditions” document provided by the Colorado School Safety Resource Center (attached). |
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| **Evaluation and Reporting Requirement** | Schools and businesses that are selected to participate in the pilot program will be expected to work with the Center to provide a brief performance report outlining how projects were implemented and outcomes of project goals. A final performance report will be due by **June 30, 2015.** | |
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| **Application Due Date** | **Applications will be accepted to the Colorado School Safety Resource Center immediately upon release of the RFP and until Friday, September 12, 2014, at 5:00 p.m. or until at least five schools have been selected to match with businesses offering the expertise the schools are seeking.** | |
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| **Announcement of Participants** | Pilot program participants notified as soon as possible via e-mail. Please provide at least two points of contact to ensure timely notification. | |
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**Application Instructions**

Please submit a brief narrative as described below. All signatures must be included to be eligible for the pilot program.

* Submit applications with a cover page **including the project director and signatures of the superintendent (for schools/districts) or the authorizing party (for businesses)**, the written narrative and an executed copy of the “Terms and Conditions” document.

**Submit electronically, by mail or hand-deliver to:**

**Colorado School Safety Resource Center**

**Colorado Department of Public Safety**

**700 Kipling Street, Suite 1000**

**Denver, Colorado 80215-5897**

**For questions, please contact CSSRC at 303.239.4534**

**Brief Written Narrative for Schools**

**A concisely written narrative is preferred outlining the four areas below:**

**FORMAT**

1. **BASIC Prep Pilot Program Project Description**

In one or two paragraphs, explain what you will be striving to accomplish with your BASIC Prep pilot program project and why this project is important to your district/school. Help the review committee understand how this project is tied to your overall plan for emergency preparedness, resilience and physical or psychological school safety.

1. **Area of Need and Evidence-Based Solution**

Explain why your project is needed for school emergency preparedness, safety planning, hazard prevention/mitigation, protection, response and/or recovery and **how the need was determined.** Remember: a project cannot supplant your normal obligations such as hiring adequate staff, providing adequate security and a physically safe facility.

Explain how the proposed project will meet a critical school safety needs and provide supporting research, or other evidence, that indicates why these actions will best address this need.

1. **Outcomes**

Project outcomes must benefit student and staff preparedness for emergencies. Projects may include staff planning in prevention, mitigation, protection, response or recovery.

These outcomes should address your identified needs and be a direct result of the project (e.g**.,** “In order to recover more quickly from a crisis, the project will focus on assisting the school’s safety team and community emergency responders to create a Continuity of Operations plan for our school.”)

1. **Proposed Project Activities**

Give a concise overview of your potential needs and ideal outcomes and the number of students and staff that could conceivably be impacted. For easier readability, use bullet points or numbers whenever possible.

Include a list of resources that you may need in order to achieve your goals and objectives.

List in chronological order the activities that your school would like to see accomplished and the **person(s) responsible for each activity from your school.**

Once your school has been matched with a business, it is possible that some of your project activities will change. Once the pilot project has commenced, the school, the business and the Center must agree on any changes to originally proposed project activities.

**Things to Remember:**

* Including multiple stakeholders (i.e. administrators, various staff groups, community emergency responders, multiple agencies, joint initiatives and families) in school safety and emergency preparedness planning, implementation or training builds a community’s capacity to meet the safety needs of students.
* When utilizing experts from the collaborating business for training or professional development, remember to create a sustainability plan that engages school or community personnel to continue these training/coaching responsibilities after the project period ends.
* When there is a professional development component to the project proposal, remember to ensure mastery through mentoring, follow-up trainings, job-embedded staff development, coaching, positive proactive supervision, professional learning communities, etc.
* Inputs shared through this program are suggestions only and it is up to the discretion of the schools as to what, if any, suggestions are implemented. It is the responsibility of both parties to satisfy their own legal department’s liability concerns.
* It is suggested that all parties complete a non-disclosure agreement provided by the district/school.

**Brief Written Narrative for businesses**

**FORMAT**

1. **Project Expertise**

**Briefly describe your reasons for wanting to participate in this pilot program and**

**provide information on the expertise, time and resources your business can offer to**

**schools. Please include:**

* A description of your company’s history in contributing staff volunteer time during business hours (please provide examples)
* A description of the expertise your company is willing to provide to the project; expertise might include, but is not limited to:
  + Assisting schools in completing a natural and human caused disaster hazard assessment
  + Assisting schools in completing a cyber-security assessment
  + Assisting schools in creating a Continuity of Operations plan
  + Assisting schools and local first responders in conducting tabletop drills or functional emergency exercises
  + Assisting schools in implementing an evidence-based hazard prevention or emergency preparedness curriculum
  + Assisting schools in implementing an after-school hazard prevention or emergency preparedness program
  + Assisting schools in other projects or with other resources that would enhance the safety of students
* An estimated number of hours per week or month your company can dedicate to this project and/or resources that your company can provide
* The name and position title of the person who has the authority to approve your company’s commitment to this project
* A brief description of your company’s ability to be responsible for all time and materials needed for staff participation in this project (examples might include: transportation, lodging, meals, etc.)

1. **Outcomes**

Project outcomes must benefit student and staff emergency preparedness. Projects may

also include staff planning in prevention, mitigation, protection, response or

recovery. Briefly describe the outcomes you believe your business can help schools

achieve in creating a more resilient and prepared environment for students and staff.

1. **Potential Project Activities**

Give a concise overview of your potential project capabilities related to possible outcomes and the number of staff, students or families that could conceivably be impacted. For easier readability, use bullet points or numbers whenever possible.

List in chronological order the activities that you propose to accomplish and/or resources provided and **the person(s) responsible for each activity from your business and if applicable, the amount of time weekly or monthly that staff will be able to devote to the project.**

Once your business has been matched with a school, it is possible that some of your project activities will change. Once the pilot project has commenced, the school, the business and the Center must agree on any changes to originally proposed project activities.

**Things to Remember:**

* Including multiple stakeholders (i.e. administrators, various staff groups, community emergency responders, multiple agencies, joint initiatives and families) in school safety and emergency preparedness planning, implementation or training builds a community’s capacity to meet the safety needs of students.
* When utilizing experts from the collaborating business for training or professional development, remember to create a sustainability plan that engages school or community personnel to continue these training/coaching responsibilities after the project period ends.
* When there is a professional development component to the project proposal, remember to ensure mastery through mentoring, follow-up trainings, job-embedded staff development, coaching, positive proactive supervision, professional learning communities, etc.
* Any volunteers working in pilot schools will need to fulfill all background checks normally required by the schools for volunteers.
* Businesses must meet liability insurance requirements of the partner school.
* Inputs shared through this program are suggestions only and it is up to the discretion of the schools as to what, if any, suggestions are implemented. It is the responsibility of both parties to satisfy their own legal department’s liability concerns.
* It is suggested that all parties complete a non-disclosure agreement provided by the district/school.

**Evaluation for Both Schools and Businesses**

Restate your specific, measurable outcomes and describe how you will know you have

achieved each outcome. Due to the brief nature of this project, the required Final

Performance Report will include a brief activity and project accomplishment summary.

**Sustainability/Maintenance of Effort**

Describe how this project will continue to improve the resiliency, emergency preparedness

capabilities and overall safety of students and schools AFTER the project period ends.

**Please include a description of how project efforts will affect the coming school year**.

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**Application for Businesses Assisting Schools in Communities Prepare**

## (BASIC Prep) Project Proposal

**Pilot Project Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to May 1, 2015**

**COVER PAGE**

**District/School Application**

|  |  |  |
| --- | --- | --- |
| School District | | |
| Typed Name of Superintendent | | |
| Number and Street Address | | |
| City | State | Zip Code |
| Telephone Number (REQUIRED) | Fax Number | Email Address (REQUIRED) |
| Typed Name of Project Coordinator or Second Contact (REQUIRED) |  |  |
| Telephone Number (REQUIRED) | Fax Number | Email Address (REQUIRED) |

Please indicate the district’s schools that will participate in this project, if selected:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | Grades | Number of Students | Number of Staff | Name of Principal |
|  |  |  |  |  |
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| Certification by Authorized District Administrator and Project Coordinator The District hereby makes application to participate in this project facilitated by the Colorado School Safety Resource Center. I have reviewed this project application and am authorized to act as the district’s representative, to conduct or supervise all business related to the planning and implementation, to submit the required performance report, and to conduct business related to the coordination and completion of this project. | |
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| Signature of Superintendent (REQUIRED) | Date |

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Signature of Project Coordinator or Second Contact (REQUIRED) Date

**Date Application is being submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit with initial application as cover page.**

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| --- | --- |
| School District & Schools Participating Name |  |

## Businesses Assisting Schools in Communities Prepare (BASIC Prep)

## Pilot Project Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to May 1, 2015

**Final Performance Report**

**(1-3 pages only)**

|  |
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| **Brief Description of Project:** |
| **Description of completed Activities:** |
| **Project Accomplishments:** |

**Please submit this report by Tuesday, June 30, 2015.**

**Send to the Colorado School Safety Resource Center, 700 Kipling Street, Suite 1000, Denver, CO 80215-5897 or** [**CDPS\_School\_Safety\_Center@state.co.us**](mailto:CDPS_School_Safety_Center@state.co.us)**.**

**Application for Businesses Assisting Schools in Communities Prepare**

## (BASIC Prep) Project Proposal

**Pilot Project Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to May 1, 2015**

**COVER PAGE**

**Business Application**

|  |  |  |
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| Name of Business | | |
| Typed Name of Authorizing Party and Title/Position | | |
| Number and Street Address of Business | | |
| City | State | Zip Code |
| Telephone Number (REQUIRED) | Fax Number | Email Address (REQUIRED) |
| Typed Name of Project Coordinator or Second Contact (REQUIRED) |  |  |
| Telephone Number (REQUIRED) | Fax Number | Email Address (REQUIRED) |

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| Training or expertise | Equipment | Financial | Other: |
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Please indicate type of resources and/or assistance you may provide to the project if selected:  *i.e. equipment, training, expertise or financial.*  Please use additional paper, if necessary.

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| Certification by Authorizing Party and Project Coordinator The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name), hereby makes application to participate in this project facilitated by the Colorado School Safety Resource Center. I have reviewed this project application and am authorized to act as the company’s authorizing party, to conduct or supervise all business related to the planning and implementation, to submit the required performance report, and to conduct business related to the coordination and completion of this project. | |
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| ` |  |
| Signature of Authorizing Party (REQUIRED) | Date |

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Signature of Project Coordinator or Second Contact (REQUIRED) Date

**Date Application is being submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit with initial application as cover page.**

**Appendices List: (attached)**

**BASIC Prep Initiative Terms & Conditions**

**CSSRC’s Comprehensive Emergency Operations Plan Checklist**

**Combined with the six US Federal Government Agencies’ Guide for**

**Developing High-Quality School Emergency Operations Plans**

**Red Cross Ready Rating Scorecard**

**BASIC Prep Informational Brochure**

**CSSRC’s School Response Framework Outline (NIMS requirements)**