



**Colorado School Safety Resource Center (CSSRC)**  
**School Response Framework - School Safety, Readiness and Incident Management Plan Outline**  
**CRS 22-32-109.1 including SB08-181 & SB11-173**  
**July, 2011**



Requirement	Rationale	Recommended Components	Targeted Date of Completion	Date of Completion
<b>1. Establish a date for compliance</b>	On or before July 1, 2009 each district and the CSI was to establish a timeline as to when they will be in compliance with the requirements set forth in SB08-181/CRS 22-32-109.1 and begin working toward achieving the NIMS tenets, in coordination with community partners, develop a strategic plan for achieving compliance.	Send target compliance date to the Colorado Department of Education via the Accreditation Report.	<b>Compliance date established by July 1, 2009</b>	<b>Target Date of Completion:</b>  <hr/> <b>Actual Date of Completion:</b>
<b>2. Formally adopt the National Response Framework (NRF)</b>	Each district and the CSI must adopt the National Response Framework and NIMS formally through orders or resolutions.	Present/pass a school board order or resolution.		
<b>3. Institutionalize the Incident Command System (ICS)</b>	In adopting the NRF and NIMS, each district and the CSI charter schools will institutionalize ICS. ICS is the coordinating link between multiple agencies and jurisdictions in an emergency response. Each district/charter school will adopt ICS as the management structure to be utilized in school and district emergency response plans.	Each district/charter school should review/revise emergency plans to incorporate NIMS and reflect NRF and review with community partners.  Key district personnel complete recommended minimum NIMS trainings: Safety Team Members & Backups – ICS 100SCa District Crisis Plan Developers – ICS 100SCa and IS 362		
<b>4. Develop an emergency response plan</b>	Each district and charter schools must, on or before July 1, 2009, begin working with key community partners to develop an all-hazard, comprehensive emergency response plan and to the extent possible, an emergency communications plan that coordinates with local, county and state emergency plans. The plan, at a minimum, must identify for each school the following: <ul style="list-style-type: none"> <li>• Safety Teams/backups</li> <li>• Key operational locations and facilities to be utilized by first responders</li> </ul>	Finalize District Crisis Team members and individual School Crisis Team members. Each facility within the district collaborates with community partners, such as first responders and emergency response agencies to identify key operation locations, facilities, and communications to be utilized in emergency situations, both for the district and the community at large.  Utilizing the “Four Phase Model” the district will create a comprehensive safe school plan that will address prevention/mitigation, preparedness, response/intervention, and recovery.		
<b>5. Enter into memoranda of understanding (MOUs) with community partners</b>	Each district and CSI charter school, to the extent possible, will enter into a memorandum of understanding with community partners that will define the expectations and responsibilities on the part of both the district/charter schools and first responders regarding a response to a school, coordinating services and minimizing potential conflicts.	Written district/charter school MOUs should be with first responding agencies, medical facilities, mental health agencies local emergency management personnel and local or regional homeland security personnel and emergency response agencies.		



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<p><b>6. Create an all-hazard exercise program based on NIMS, hold coordinated exercises and conduct written evaluation following the exercises.</b></p>	<p>School districts and the CSI, to the extent possible, must create an “all-hazard exercise program.” It is recommended that districts and the CSI develop a comprehensive, scenario-based exercise program that allows schools to work closely with local emergency responders in testing district plans, interagency communication plans and systems and facilitating cooperative efforts in coordinating response plans. CRS 22-32-109.1 requires, to the extent possible, specific exercises be held involving community partners to include orientation meetings, all-hazard drills (above &amp; beyond fire drills) and tabletop exercises. It is recommended that districts develop an exercise schedule, based on community needs and hazards.</p>	<p>Each district/charter school will develop a comprehensive, scenario-based all-hazards exercise program based on NIMS, to include, but not limited to: drills, testing of communication systems, table top exercises, full-scale exercises that include first responding and emergency response agencies, when possible. CRS 22-32-109.1 requires written evaluations after exercises and real world incidents. Each exercise, regardless of the type, should result in an After Action Report describing lessons learned and the corrective actions that will occur, if necessary.</p> <p>A comprehensive, all-hazard exercise program includes various types of exercises; including full-scale exercises, that build in sophistication and complexity balanced by community needs and hazards.</p>		
<p><b>7. Inventory Emergency Equipment</b></p>	<p>Each district and CSI school needs to adequately equip its facilities to respond to emergency situations and should work towards developing interoperable communication systems with responding agencies and the community.</p>	<p>Each district and CSI school will complete an annual inventory of emergency equipment, including radios or other communications systems. Districts and CSI schools should develop written procedures for communication with first responders, parents and media. It is recommended that the School Safety, Readiness and Incident Management Plan outline exactly how these communication requirements will be met.</p>		
<p><b>8. Training Recommendations</b></p>	<p>NIMS compliance varies for schools, various levels of government and professional response organizations. CRS 22-32-109.1 states “school personnel must be required to be trained in the incident command system according to guidelines established by the federal emergency management agency.” The position statement recommends these courses as the minimum for school personnel:                      ICS 100SCa, An Introduction to ICS for Schools and                      IS 362 Multi-Hazard Emergency Planning for Schools</p>	<p><b>ICS 100SCa, An Introduction to ICS for Schools</b> is recommended for all persons with a responsibility in a Safe School, Readiness and Incident Management Plan or designated in a school incident command structure.</p> <p><b>IS 362 Multi-Hazard Emergency Planning for Schools</b> should be taken by those school personnel responsible for developing a Safe School, Readiness and Incident Management Plan.</p> <p><b>Colorado Interoperable Communications Training Program*</b> - web-based training is available for school personnel designated in a school incident command structure. Additional training resources (classroom and agency specific) to support this curriculum are available via community partners.</p>		
<p><b>Additional Requirements of SB-181</b></p>	<p>Districts and CSI charter schools must work closely with community partners in updating and revising all standard operating procedures and ensuring all aspects of NIMS, as applicable, are incorporated.</p>	<p>Periodic meetings with community partners should be held to coordinate with districts and CSI’s charter schools to assess overall compliance with NIMS, as put forth in SB-181, and develop a timeline and strategic plan for compliance.</p>		

**References:** CRS 22-32-109.1/SB08-181/SB11-173 - Colorado School District Self Insurance Pool, CASB, CDPS, CDE and Division of Emergency Management, “Position Statement on SB08-181,” Adapted with permission from: Morgan County School District RE-3. Revised July 2011 by Governor’s Office of Information Technology; CO Division of Fire Safety & CSSRC

**\*Interoperability – The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government, using a variety of frequency bands, as needed and as authorized. System operability is required for system interoperability. – National Emergency Communications Plan**