To: (names of each of the primary public safety agency chiefs/heads)

From: (name of school district superintendent)

Subject: Interoperable Communications Grant Memorandum of Understanding

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overview:

The Colorado Safe Schools Act (C.R.S. 22-32-109.1) recognizes Public Safety agencies are indispensable Community Partners upon which schools rely for school safety. The Colorado Safe Schools Act also identifies the importance of communications interoperability between those community partners as an important tool to resolve school crisis events.

During the 2018 legislative session, the SAFER Grant was established for Colorado to enable schools, school districts, charter schools and/or Boards of Cooperative Educational Services (BOCES) and their community partners to achieve emergency communications interoperability. As part of the application process, these various agencies must establish a memorandum of understanding regarding interoperable communications.

Agreement:

*Responsibilities of School and/or School District, Charter School or BOCES:*

* The School District shall follow the school safety, readiness, and incident management plan developed in accordance with School Response Framework (C.R.S. 22-32-109.1 Colorado Safe Schools Act) which identifies for each public school in the School District:
  1. Safety teams and backups trained in the National Incident Management System (NIMS) and the Incident Command System (ICS), as specified by the School Response Framework, and
  2. who are responsible for interacting with community partners and assuming key incident command positions
* Each participating public school, in collaboration with its school district, shall hold coordinated annual exercises among school employees and community partners, including at a minimum:
  1. Orientation meetings to inform all parties about emergency operation plans and procedures;
  2. All-hazard drills, in addition to fire drills, to improve individual and student emergency procedures and to test communications interoperability; and
  3. Tabletop and/or full scale exercises to discuss and identify roles and responsibilities in different scenarios.
* The School District and each participating public school shall follow written procedures, as defined in its emergency communications plan, for taking action and communicating with participating state and local public safety agencies (Community Partners), parents, students, and the media in the event of certain incidents as identified by the school or school district.
* The School District and participating school shall work in cooperation with Community Partners to update and revise standard operating procedures, ensuring that the NIMS framework is incorporated.
* The School District and each participating public school shall conduct a written evaluation (After Action Report) following certain incidents as identified by the school or school district, to identify and address lessons learned and corrective actions in updating response plans and procedures.
* The School District and each participating public school shall include in their annual budget, funding dedicated to the maintenance and required upgrades of emergency equipment, including communications equipment that is interoperable with participating Community Partners.
* The School District and each participating public school shall include in their annual budget, funding and staffing dedicated to support planning and execution of required annual training exercises.
* The School District and participating school are prohibited from use of the emergency interoperability technology funded by the SAFER Grant for day-to-day operations on the public safety communications network.

*Responsibilities of Community Partners (Public Safety Agencies & Radio System Owner/Operator)*

* When applicable, provide an existing common mutual aid radio channel to be used when needed for interoperability with the participating school and/or school district safety teams. Public Safety Dispatch Centers shall enable, control and disable the interoperable “bridge” as needed and according to the standard operating protocol developed by them as part of the interoperability project.
* Public Safety Radio System Owner/Operator shall closely monitor the system radio traffic during an incident and shall have the ability to disable the interoperability “bridge” in the event the radio system exceeds capacity and becomes inoperable.
* Will serve as a resource in updating emergency response plans for districts pertaining to issues of interoperability.
* Participate as a Community Partner during joint trainings and exercises in accordance with the Colorado Safe Schools Act.

When an application for a SAFER Grant is successful, each party shall adhere to its roles and responsibilities related to the application, including required annual training and exercise, coordinated response activities, and interoperable communications.

Signature Page

The undersigned agree to sustain this agreement into the future. The agreement shall be reviewed periodically to ensure the spirit and intent of this agreement remains viable to each agency. Changes or additions to this agreement may be made as a result of the periodic review. Changes or additions to this agreement shall be made through an amendment to the agreement signed by all participants.

**\*School District Superintendent**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**County Sheriff** (required if primary law enforcement agency)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**Police Chief** (required if primary law enforcement agency)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**\* 911 Dispatch Center Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**\*Fire Chief**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**\*EMS Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**\*Public Safety Radio System Owner/Operator**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Printed Name:

**\*Required signature**