EMERGENCY MANAGEMENT RESOURCES FOR INSTITUTIONS OF HIGHER EDUCATION

RELEVANT WEB SITES:

Office of Safe and Drug-Free Schools (OSDFS), Emergency Planning Website
Emergency Planning is part of the Department's Lead and Manage My School series, a group of websites designed to support school-based administrators. OSDFS presents information and resources regarding general emergency management based on the four phases of emergency management: prevention-mitigation, preparedness, response, and recovery. Though primarily geared towards K-12 schools, the information and general principles on this site are relevant for institutions of higher education, as well.
Accessible at http://www.ed.gov/admins/lead/safety/emergencyplan/index.html

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Website
The REMS TA Center Website offers additional school-based resources addressing crisis management through the four phases of emergency management. Resources include a web cast, training documents presented by experts, and newsletters addressing key issues. Information on the Readiness and Emergency Management for Schools (REMS) discretionary grant program administered by OSDFS is updated annually. Accessible at http://rems.ed.gov

National Clearinghouse for Education Facilities (NCEF) Web Site
The NCEF, funded by the U.S. Department of Education, provides information on planning, designing, funding, building, improving, and maintaining safe, healthy, high performance schools. The Web site includes links to campus safety assessment and campus security resources for colleges and universities. Accessible at www.edfacilities.org

Community Oriented Policing Services (COPS)
The U.S. Department of Justice, Office of Community-Oriented Policing Services offers a series of Problem-Oriented Guides for Police that also benefit the school community. This guide on school vandalism and break-ins provides cost-effective strategies for designing, operating and maintaining campus facilities and promoting security. It also addresses how educational institutions and local law enforcement agencies can work together to apply Crime Prevention Through Environmental Design (CPTED) principles to assist in violence and crime prevention. The series addresses numerous topics (i.e., safety and security, drugs, homeland security issues, sexual assault and technology). Accessible at http://www.cops.usdoj.gov/

Emergency Management Institute (EMI)
Federal Emergency Management Agency (FEMA) administers the Emergency Management Institute (EMI) and provides training in emergency management. EMI offers free online independent study courses for emergency management personnel. Accessible at http://training.fema.gov

Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention
The Center's mission is to assist the U.S. Department of Education in serving institutes of higher education in developing and implementing policies and programs that will foster students'

academic and social development and promote campus and community safety by preventing the harmful effects of alcohol and other drug use and violence among college students. The Center is a primary provider of services in alcohol and other drug abuse and violence prevention in higher education founded upon state-of-the-art knowledge and research-based strategies.
Accessible at http://www.higheredcenter.org/

Pandemic Flu.gov
The U.S. Department of Health and Human Services manages a website focused on bringing up-to-date government pandemic information to individuals, families, schools, businesses and communities across the nation. The website presents a range of information from informational fact sheets, to global activities, to links for state and local planning efforts. Presented on the website is a School District (K-12) Pandemic Influenza Planning Checklist.
Accessible at http://www.pandemicflu.gov

Ready Campaign
In February 2003, the Department of Homeland Security launched the Ready Campaign and the Listo Campaign, an English and Spanish version of the national public service advertising campaign. Its purpose is to inform and empower citizens to prepare for and respond to terrorist attacks, disasters and other emergencies. The "Ready Campaign" offers community-based information, guides and strategies for staying safe and secure at home and in the community.

> **Ready Campaign**: www.ready.gov
> **Listo Campaign:** www.listo.gov

Substance Abuse and Mental Health Services Administration (SAMHSA)
SAMSHA has a variety of prevention, response and recovery program supporting the safe and healthy development of you and families. SAMHSA offers services pertaining to emergencies and disasters, as well.
- Criminal & Juvenile Justice: http://www.samhsa.gov/Matrix/matrix_criminal.aspx
- Disaster Readiness & Response: http://www.samhsa.gov/Matrix/matrix_disaster.aspx
- HIV/AIDS & Hepatitis: http://www.samhsa.gov/Matrix/matrix_HIV.aspx
- Suicide Prevention: http://www.samhsa.gov/matrix2/matrix_suicide.aspx

GUIDES, TOOLS, AND PUBLICATIONS:

Practical Information on Crisis Planning: A Guide for Communities and Schools
The U.S. Department of Education has developed this guide to provide schools and their communities with a general introduction to crisis management as it applies to schools and basic guidelines for developing school crisis management plans. *Practical Information on Crisis Planning: A Guide for Communities and Schools* outlines the four phases of crisis planning (prevention-mitigation, preparedness, response and recovery) and provides checklists of the critical issues encountered in each phase. The Guide also provides information on specific elements of crisis management, including leadership, communication and the Incident Command System (ICS). Within the year, OSDFS will be generating an updated version of this Guide specifically for institutions of higher education.

The current Guide is accessible at
http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf

Threat Assessment in Schools
The U.S. Department of Education and the U.S. Secret Service established the Safe School Initiative, a study of 37 school shootings and other school-based attacks that took place between 1974 and 1999. Through this initiative, the two agencies produced guidance and tools for schools putting forth a process for identifying, assessing and managing students who may pose a threat of targeted violence. This process, known as threat assessment, was first pioneered by the U.S. Secret Service and has been modified based upon findings from this study. These guides are intended for collaborative use by school personnel, law enforcement officials and others with protective responsibilities in our nation's schools. Most recently, the initiative has produced an interactive CD-ROM presenting two hypothetical school scenarios to be used for further developing the assessments team's skills.

- **"Final Report and Findings: Implications for Prevention of School Attacks in the United States"**
  Accessible at http://www.ed.gov/admins/lead/safety/preventingattacksreport.doc

- **"Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climate"**
  Accessible at http://www.ed.gov/admins/lead/safety/threatassessmentguide.pdf

- **"A Safe School and Threat Assessment Experience: Scenarios Exploring the Findings of the Safe School Initiative"**
  Accessible through EDPubs at www.edpubs.org/

"Bomb Threat Response: An Interactive Planning Tool for Schools."
The Office of Safe and Drug-Free Schools (OSDFS) and The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) collaborated to develop a tool (CD) for schools and law enforcement. The CD is available for free, and it offers a comprehensive guide on how to best respond to bomb threats in schools. The planning tool offers guidance for schools administrators and law enforcement to develop policies specific to the school district and its unique needs. The "Bomb Threat Response" also addresses communication and presents guidelines for how to communicate during the response phase.
Accessible at http://www.threatplan.org/

Building a Disaster-Resistant University
To help minimize injury, damage, monetary loss and disruption of services, post-secondary institutions should put in place a comprehensive set of pre-disaster planning and mitigation actions. Federal Emergency Management Agency (FEMA) presents this alongside lessons learned by six universities and colleges that have been working to become more disaster-resistant.
Accessible at http://www.fema.gov/institution/dru.shtm

"Campus Public Safety: Weapons of Mass Destruction Terrorism Protective Measures"
Office for Domestic Preparedness, U.S. Department of Homeland Security produced this guide with resources for the more than 4,000 Title IV institutions of post-secondary education. The guide provides affirmative steps listed below to prevent, deter or effectively respond to a terrorist attack involving weapons of mass destruction.
Accessible at http://www.ed.gov/admins/lead/safety/emergencyplan/campussafe.html

Homeland Security Best Management Practices
The Environmental Protection Agency (EPA) worked with five institutions and developed case studies on campus-based homeland security issues for institutions of higher education the case studies are included in the EPA "Best Management Practice Catalog." The EPA worked with Cornell University, Harvard University, the University of New Hampshire, the University of North Carolina, and Vanderbilt University to highlight best practices in the areas of preparedness, prevention-mitigation, response and communication.
Accessible at http://www.epa.gov/ne/assistance/univ/bmpcasestudies_hs.html

"Managing Threats: Safety Lessons Learned from School Shootings"
UrbanED, the University of Southern California School of Education magazine, published this article, by Marleen Wong, Ph.D., on school shootings in spring 2007. Accessible at http://www.nctsnet.org/nctsn_assets/pdfs/UrbanED_Managing_Threats_MWongPhD.pdf

Academic Continuity Website.
The main purpose of the Academic Continuity website is to increase awareness of the importance of academic continuity and help institutions improve their capacities to maintain continuity of learning in crisis situations. Born out of an effort in 2005 by a small group of individuals associated with the Sloan Consortium (Sloan-C) was a response by colleges and universities from across the country to help students and institutions impacted by Hurricane Katrina (and later Rita) by providing free online courses. Natural disasters such as 2008 floods in Iowa continue to affect institutions' ability to provide instruction to students. Tragic shootings at Virginia Tech and Northern Illinois Universities highlight the importance of campus safety and security in relation to academic continuity. The need for this type of information and support is ongoing. New content will be added in the future, including interviews, reports, and featured experts. This effort is being supported by funds granted to the University of Maryland University College in conjunction with the Sloan Consortium.

ADDITIONAL RESOURCES FOR INSTITUTIONS OF HIGHER EDUCATION:

West Virginia University VMC/ Homeland Security Programs
The West Virginia University VMC/ Homeland Security Programs has developed a series of courses for the Department of Homeland Security/Office for Grants & Training to support higher education emergency management efforts. Additional information, resources, and tools are also available for the higher education community. Accessible at http://www.vmc.wvu.edu/index.htm

- **Course Title: "Homeland Security Planning for Campus Executives"**
  - Course Number: AWR-123
  - Course Length: 4.5 hours

- ➢ Course Description:
- ➢ The goal of this workshop is to support the U.S. Department of Homeland Security program for improving the planning and preparedness capability of higher education institutions by helping campus executive leadership understand principles of campus preparedness and by providing them with examples, tools, and resources for Homeland Security planning.

Sample Institutions of Higher Education Emergency Management Plan
FEMA administers the Disaster Resistant University Project through State and local agencies to support institutes of higher education build their emergency management capabilities. The National Association of College and University Business Officers (NACUBO) presents samples of college library emergency management plans. These plans were developed out of site-specific characteristics and are designed to support the specific institution. NACUBO presents plans and considerations for specific components of a campus, such as libraries.
Accessible at http://www.nacubo.org/x2748.xml

Associations Relevant for Higher Education Emergency Management

- **Institute for Business and Home Safety:**
  Accessible at *www.ibhs.org*

- **Campus Safety, Health, and Environmental Management Association**
  Accessible at *www.cshema.org*

- **National Association of College and University Business Officers**
  Accessible at *www.nacubo.org*

- **Society for College and University Planning**
  Accessible at *www.scup.org*

- **University Risk Management & Insurance Association**
  Accessible at *www.urmia.org*