



## Emergency Operations Planning

### What Is New At The Minnesota School Safety Center (SSC)?

As the school year winds down and you begin to make your list of “to-dos” for the carefree days of summer with fewer interruptions, the SSC encourages you to brush off your emergency operation plan (EOP) to prepare for the 2019/2020 school year. To assist you with this, the SSC has created an EOP self-assessment checklist-much like the facility self-assessment checklist many districts have used. It is a general guideline and can help drive emergency planning discussions and actions.

The [EOP checklist](#) can be filled out electronically or downloaded and printed. If you have feedback or questions please contact [Connie Forster](#).

### Is Food Safety Covered In Your Emergency Operation Plan?



Foodborne illness outbreaks in school settings can result from improper food handling at any stage and staff not being vigilant about food safety practices. By developing a Food Contamination Annex as a part of school and school district emergency operations plans (EOPs) and by incorporating food safety practices and standards, schools can determine how they will protect food products and address food contamination before, during, and after a food contamination incident occurs.

If you have not included food safety in your EOP, Readiness and Emergency Management for Schools (REMS) has created some resources to support schools with their planning efforts. The REMS Technical Assistance Center offers an online course titled [School EOPs In-Depth: Developing a Food Contamination Annex](#) which can be used for independent learning. The Food and Nutrition Service (FNS) and the Hampden-Wilbraham Regional School District offer an [educational video series](#) and other [resources](#) on food safety to support schools in protecting people from foodborne illnesses. Additionally, USDA’s Food Safety and Inspection Service offers a [Back to School Toolkit](#) to prevent foodborne illness. For additional resources on contaminated food outbreaks, visit REMS [Topic-Specific Web Page](#) (click on Contaminated Food Outbreaks).

### Severe Weather

The cold winter and spring floods have raised awareness about the importance of planning for weather events and their impact. The [National Weather Service](#) has a variety of tools available to assist in planning for weather related events, educating students, and general safety information. As part of your emergency planning for severe weather, consider including:

- What to do if your school is used as an emergency shelter by the community.
- How to handle the emotional impact of staff and students effected by the event.
- Built in redundancy for evacuation routes and sites if primary routes and sites are impacted by the event.
- Continuity of operations if you are not able to occupy the school due to the event.

Plan now to be better prepared. Be part of a Weather Ready Nation.





## Cyber Security Planning

Information breaches are often caused by personnel who unintentionally allow hackers to access networks. Education Week explores cyberattacks and steps schools can take to protect themselves through a [short video](#) and a [series of reports](#).

Some simple steps identified include:

- Segmenting critical networks so if one part of the network is breached the others are still secure.
- Restricting administrative access to down load software.
- Training staff on how to recognize phishing on a regular basis.
- Creating a plan on what to do if you experience a cyber breach.

Cyber security is dependent on determining what data assets are critical and what systems, policies and practices are in place to protect them.

## Help Students and Families Be Prepared



Planning for emergencies is everyone's responsibility. Help students and families be prepared through the STEP (Student Tools for Emergency Planning) program. STEP can be taught in as little as one hour of classroom time.

The program helps fourth and fifth grade students and their families prepare for emergencies. Materials are provided at no cost to schools. It is available through a grant received by the Minnesota Department of Public Safety division of Homeland Security and Emergency Management. If you are interested, contact [Amber Schindeldecker](#) for more information.

## School Violence Prevention Grant

Up to \$25 million is available through the Office of Community Oriented Policing Services (COPS) through the STOP School Violence Act of 2018. The School Violence Prevention Program will provide up to 75 percent funding for K-12 school safety measures. There are several programming opportunities eligible for grant funding.

Some eligible programs include:

- Coordination with law enforcement
- Locks, lighting and other deterrent measures
- Technology for expedited notification of law enforcement during an emergency
- Development of anonymous reporting systems
- Development and operation of school threat assessment
- Training for school personnel, law enforcement and students

The grant awards will be provided directly to school districts and other public agencies, tribes and local units of government. The grant will close on May 31, 2019 at 7:59 p.m. EDT. [You can find more information here.](#)

## Averted School Violence Data Base

The Averted School Violence Near Miss Reporting System was initiated by the Police Foundation in 2012. The goal of the program is to learn from averted school violence events to help prevent future events. [Click here](#) to share incidents and for more information about the program. All entries are confidential.

## Questions About Sharing Data

The United States Department of Education Privacy Technical Assistance Center has created a [School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act document](#) to provide guidance and answer commonly asked questions regarding sharing student information.



### Training Opportunities

#### School Resource Officer Training:

##### [Basic School Resource Officer \(SRO\) class](#)

- Rochester, August 14-16
- Elk River, August 21-23

These free courses prepare officers to work in an educational environment. Topics include: SRO roles and responsibilities, social media and cyber threat challenges, juvenile law and legal issues, effective collaboration with school administrators, and other topics designed for new SROs to maximize their effectiveness of law enforcement services in schools. Contact [Jenny Larrive](#) for more information.

#### School Safety Certificate Learning Paths

The SSC continues to work on the Emergency Management for Schools and SRO certificate tracks. These programs are on hold until the end of the legislative session as we wait on possible changes that may affect course offerings.

### School Safety Legislation

The SSC has been watching the following proposed legislation surrounding school safety in Minnesota and nationally.

#### School Resource Officer Training 121A.275 (S.F. 1674/H.F. 1629 Companion Bills)

- 40 hours SRO training requirements before initial placement in schools.
- Ongoing training SRO training requirements.
- Mandated school administrator training.
- Reporting requirement of SRO school based arrest data.

#### Safe School Assessment 121A.35 (S.F. 177/H.F. 566 Companion Bills)

- School board must establish school safety assessment teams and an assessment process.
- Must include procedures for referrals for mental health evaluations.
- Must require notice to parents/guardians of a student whose behavior is assessed.
- Must establish oversight committee for safety assessment teams
- SSC and MDE to develop a grant and training process.

#### Threat Assessment, Prevention, and Safety (TAPS) Act (S. 265/H.R. 838 Companion Bills)

- The TAPS Act creates a task force of subject matter experts who will assist in creating a national strategy to prevent targeted violence through behavioral threat assessment.

[The Minnesota School Safety Center \(MnSSC\)](#) cares about the safety of MN schools. The SSC provides training and resources to schools to help them prepare, respond, mitigate and recover from all hazard emergencies.

#### Contact the MnSSC team for more information:

- [Randy Johnson](#), Director, 651-201-7094
- [Jennifer Larrive](#), School Resource Officer Coordinator, 651-201-7092
- [Connie Forster](#), Safe School Assessment Coordinator, 651-201-7093

If you have ideas or topics for the Minnesota School Safety Center Newsletter, [please contact Connie Forster](#).