LESSON PLAN COVER SHEET

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| Course Title | Before, During, and After: Crisis Management Plan (CMP) Train-the-Trainer |

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| **Intended Audience:**   * School administrators * Division-level administrators * Designated emergency managers * And others mandated by the *Code of Virginia* [§ 22.1-279.8 D](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-279.8/) | **Room/Equipment Requirements:**   * Table space for each participant * Projector, computer with PowerPoint capability |
| **Ideal Number of Participants:**  25-35 participants | **Training Duration:**  4 hours - sample agenda provided below |
| **Learning Objectives:**  By the end of the course, participants will be able to:   1. Identify members of their safety/crisis team(s) 2. Understand state legislative code requirements related to CMP development 3. Identify areas of concern at their building(s) related to response actions 4. Develop a list of follow-up tasks to address with safety team and/or CMP committee 5. Locate reunification sites appropriate for their building(s) 6. Address planning concerns for individuals with additional needs 7. Complete the CMP template and resource documents | **Evaluation Procedures:**  (How the completion of the objectives will be evaluated)   1. Group discussions 2. Group responses to questions 3. Random checks for understanding 4. Pre/Post test |
| **Teaching Methods / Strategies:**   1. Presentation of developed slides 2. Group discussions 3. Resource/reference documents | |
| **Teaching Materials / Participant Handouts:**   1. Printed or digital copy of the CMP Templates, including Resource Templates sections 2. Handouts listed below relative to each unit/module | **Additional/Optional Materials:**   1. Printed or digital copy of slides for note taking 2. Printed or digital copy of *“Division Guide for Crisis Management Planning”* 3. Printed or digital copy of *“The Virginia Educators Guide for Planning and Conducting School Emergency Drills”* 4. Printed or digital copy of *“Threat Assessment and Management in Virginia Public Schools: Model Policies, Procedures and Guidelines”* 5. Printed or digital copy of *“Virginia Safety Planning Guide for Individuals with Special Needs”* |

| **Presentation Information** | **Instructor Notes:** |
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| **Unit 1: Important Considerations Before a Crisis**  **Duration**  60 minutes  **Scope Statement**  In Unit 1 of the CMP Training, participants will cover topics related to prevention, mitigation, preparedness and planning as well as related actions that should be taken before a crisis occurs. This includes completing a hazard analysis; reviewing daily safety operations; scheduling and documenting emergency drills; and mapping safety equipment and medical supplies across the building. Participants will also be provided with information related to the legal authority and requirements for developing, maintaining, and distributing their CMP. | Handouts needed for Unit 1:   * *CMP Acronyms List* * *CMP template (School or Division version)* * *Drill Planning Chart* * *Information Needed for Template Completion (School or Division version)* * *Legislative Summary for Schools* * *Federal Emergency Management Agency (FEMA) Levels of Readiness Chart* * *Phases of Emergency Management Summary* * *Sample After Action Report (AAR)* * *Sample Drill Reporting Form* * *Sample Digital Maps* * *Sample Individual Safety Plan (ISP)* * *Staff Badge Access* * *Virginia School Safety Audit Timeline* * *TEAMS Handout* |
| **Unit 1 – Module 1: Prevention, Mitigation, Protection, and Preparedness Strategies**  **Duration**  30 minutes  **Topics**   * Defining Prevention, Mitigation, Protection and Preparedness * School Safety Committee membership and responsibilities * Completing a Hazard Analysis and other risk identification methods * Daily safety operations | Refer to slide notes for presentation script. |
| **Unit 1 – Module 2: Planning and Practicing**  **Duration**  30 Minutes  **Topics**   * Emergency drills requirements, scheduling, documenting, and reporting * Emergency supplies and equipment mapping * Medical emergency training * Staff specialty training * CPR/First Aid requirements * Planning for individuals with additional needs | Refer to slide notes for presentation script. |
| **Unit 2: Important Considerations During a Crisis**  **Duration**  120 minutes  **Scope Statement**  In Unit 2 of the CMP Training the group will be introduced to the Incident Command System and work to develop their school ICS team chart. Discussions around response protocols for varying situations will include the Standard Response Protocols; Avoid, Deny, Defend concepts; medical care considerations; staff roles and responsibilities during response; and the importance of staff, student, and visitor accountability. Participants will also be given instructions on the completion of building safety mapping to facilitate a more coordinated response. In addition to general response protocols, participants will plan for hazard specific protocols such as natural disasters, environmental hazards, critical incidents, medical emergencies, and threats to safety. Unit 2 will close with a review of crisis operations including communications, delegation of authority during a crisis and the purpose of an Emergency Operations Center. | Handouts needed for Unit 2:   * *Building ICS Chart* * *SRP Overview* * *SRP Roles and Responsibilities* * *Sample Reunification MOU* * *Mutual Aid Agreement Sample* * *Threat-Specific Response Considerations* |
| **Unit 2 – Module 3: Incident Command System Planning**  **Duration**  30 minutes  **Topics**   * ICS planning * Roles and responsibilities before responders arrive * School ICS teams * Unified Command * Partnerships with responding agencies * Emergency Delegation of Authority * Continuity of Operations Planning | Refer to slide notes for presentation script. |
| **Unit 2 – Module 4: Emergency Response Protocols**  **Duration**  30 minutes  **Topics**   * Standard Response Protocol * Self-Protection Strategies * Planning for Response actions * School Mapping * Site Mapping | Refer to slide notes for presentation script. |
| **Unit 2 – Module 5: Threat and Hazard-Specific Response**  **Duration**  30 minutes  **Topics**   * Act of Terrorism * Active Attack * Bomb Threat/Suspicious Packages * Bus/Vehicle Crash * Death/Serious Injury * Flood * Medical Emergencies * Missing/Abducted Students * Severe Lightning * Tornado * Trespasses/Unauthorized Person * Utility Failure | Refer to slide notes for presentation script. |
| **Unit 2 – Module 6: Crisis Response Operations**  **Duration**  30 Minutes  **Topics**   * Crisis Communications * Emergency Operations Center * Staging Areas * Reunification sites | Refer to slide notes for presentation script. |
| **Unit 3: Important Considerations After a Crisis**  **Duration**  50 minutes  **Scope Statement**  Unit 3 of the CMP Training will cover the recovery phase of emergency management, or what happens after a crisis. Participants will walk through reunification and considerations for planning an effective family reunification process. In addition, participants will discuss operational recovery goals for physical structures, business continuity, restoration of academic learning, and psychological and emotional recovery for staff and students. | Handouts needed for Unit 3:   * *Reunification Staffing Chart* * *Standard Reunification Method: Staging the Reunification Site* * *SRM The Process in Six Easy Steps* * *Essential Department Functions* |
| **Unit 3 – Module 7: Reunification**  **Duration**  20 minutes  **Topics**   * Objectives during Reunification * Team member roles and responsibilities * Site responsibilities | Refer to slide notes for presentation script. |
| **Unit 3 – Module 8: Recovery**  **Duration**  30 minutes  **Topics**   * Purpose, Goals and Focus during recovery * Counseling/Student support * Facilities and Transportation * Academic recovery * Essential departments and functions | Refer to slide notes for presentation script. |