



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Michael Sentance
 State Superintendent of Education

November 18, 2016

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Michael Sentance *MS*
 State Superintendent of Education
RE: Emergency Operations Planning Enhancements

As we continue to “Build a Culture for School Safety,” the Alabama State Department of Education (ALSDE), Prevention and Support Services Section, and the Alabama School Safety Task Force (see Attachment 1) are excited to announce several projects that have been designed and developed to enhance the Emergency Operations Planning (EOP) process in your school system and schools to include the following:

- The redesign of the Functional Annexes in the EOP in the Virtual Alabama School Safety System (VAS3). The functional annex has been streamlined to address the following areas: Communication, Evacuation, Secure Perimeter, Lockdown, Reunification, Recovery, and Crisis Management. Both the updated and older versions of the functional annexes are available to you in VAS3 until June 30, 2017. On July 1, 2017, only the updated version will be available. In the months to come, transfer your text from the older version to the updated version to assist with a smooth transition of this information.
- The development of the Safety Planning and Response Card (SPARC) (see Attachment 2) that is a simple resource to assist school systems and school personnel during an emergency situation and/or incident.
- The creation of a safety brochure that is available below:

<http://www.alsde.edu/sec/pss/Pages/schoolsafety-all.aspx?tab=SafetyPlanning&navtext=SchoolSafety:SafetyPlanning>

The brochure should be customized for your school system and schools and then shared with your stakeholder community.

If you need clarification or have questions, please contact Dr. Marilyn Lewis at 334-242-8165 or by e-mail at mlewis@alsde.edu.

MS/ML/KM

Attachments
 FY17-2006

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**Prevention and Support Services
Emergency Operations Central Office Support
School Safety Task Force Members**

Name	School System/Position	Telephone
Kenneth Dobbs	Franklin County Board of Education, Technology Specialist, Assistant EMA Director	256-668-3200
Pamela Revels	Lee County Sheriff's Office, School Resource Officer	334-319-4173
Melanie Sharpton	Alexander City Board of Education, School Nurse	256-409-2413
Steve McKinney	nSide, Inc., CEO	256-289-6152
Dale Stripling	Jefferson County Board of Education, Student Services Supervisor	205-379-2000
Jeff Graves	Madison County Sheriff's Office, School Resource Officer Supervisor	256-783-8602
Jennifer McCombs	Hoover City Board of Education, Intervention Counselor/Social Worker	205-420-8723
Cynthia Forsythe	Franklin County Board of Education, Central Office Administrator	256-332-1360 Ext 1024
Proncey Robertson	Decatur City Police Department, School Resource Officer Lieutenant	256-341-4641
Dwight Satterfield	Decatur City Board of Education, Supervisor of Operation and School Safety	256-552-3000
Regina Davis	Choctaw County Board of Education, Technology Coordinator	205-459-3031
Anna Watts	Scottsboro City Board of Education, Director of Special Education	256-218-2109
Jeff Spaller	Baldwin County Sheriff's Office, School Resource Officer Supervisor	251-937-0202
Anthony Sampson	Baldwin County Board of Education, Director of Safety, Security and Attendance	251-463-1452

ATTACHMENT 2

SPARC

Safety Planning and Response Card

Communication

- How will I communicate in a crisis? (Cell phone, bull horn, radio, intercom, emails, texts, social media, APPs, pad/pen, panic button/alarm, 911, etc.)

Lockdown

- Alert method
- Take action immediately – Escape, Hide/Barricade, and/or Defend (Protect)
- Once secure, follow communication plan and update officials
- Assume crisis is ongoing until notified by proper authorities
- Stay calm and aware

Secure Perimeter

- Alert method
- Take action immediately – Limit movement, controlled entry/access, everyone inside
- Follow communicated directives
- Stay calm and aware

Evacuate

- Alert method
- Follow communicated directives
- Gather necessary supplies (Go Bag, class list, etc.)
- Stay calm, together and aware

Reunification

- Follow communicated directives
- Keep account of each person
- Assist as needed
- Stay calm, together and aware
- Follow release procedures

Heightened Awareness

(Get your Attention)

This means a potential MAY exist for an unusual situation and all parties should have heightened awareness to react as needed.

- Follow school's communication plan for information.
- Limit movement to and from your classroom.
- Be accountable for all students.
- Be on the lookout for unusual behavior both in and outside of the school.
- Check exterior doors to make sure they are secure.

Secure Your Area of Responsibility

(Classroom, hallway, etc.)

Specific incident within your area of responsibility. (Medical, threat to self, or others)

- Execute **Alert** methods.
- Secure all people within your immediate area. (May require you to move to a more secure area.)
- Lock or Secure doors.
- Monitor/use communication devices.
- Release by intercom or other personal contact.

Secure Perimeter

(On Alert)

A potential threat or danger does exist within the community/neighborhood and all parties should be aware to react as needed.

- Execute **Alert** methods.
- Secure all people within the building.
- Lock external doors.
- Cover windows.
- Stay in secure area within the building until further notice from administration or law enforcement.
- Monitor/use communication devices.
- Leave unsecure areas such as fields, gym, playground, or library to a secure area.
- Continue with instruction.
- Release via intercom.

Lockdown

(Immediate threat)

Recognition of Danger. Take immediate action using the safest and best option for survival.

- Execute **Alert** methods.
- Secure yourself and others by assessing and using available information to decide if you should: HIDE (Secure and/or Barricade), RUN (Intelligent Escape), or FIGHT (Defend and Protect).

HIDE: (Secure and/or Barricade)

Lock doors; Lights off; Barricade entry; Quiet; Stay in place.

RUN: (Informed Escape)

Evacuate to a safer location; Remain with your group; Call 911 when safe; Follow HIDE protocol.

FIGHT: (Defend and Protect)

As a matter of survival, engage the intruder with any means necessary.

- Monitor/use communication devices.
- Release only by administration or law enforcement.



Please contact the school or local law enforcement with any security issues or threats regarding your schools.



EOP STATEMENT OF INTENT:

This area will be used to provide the Central Office Statement of Intent from the Emergency Operations Plan.

SAMPLE:

Crisis Management is a central component of comprehensive School Safety. The most important consideration in both Crisis Management and Safe School efforts is the health, safety, and welfare of the students and staff.

_____ **School**

Address

Telephone:

Fax:

Principal:

Assistant Principal:

Emergency Operations Plan

Schools or System's Name Here

_____ **Board of Education**

Address

Telephone:

Fax:

