

COLORADO SAFE SCHOOL ACT COMMUNICATIONS REVIEW AND DRILL

School administration and IT personnel will check the condition of all school radios, the SchoolSAFE bridging system, the PA system, alarm system, phone lines, and Internet connections.

Members of the School Safety Team will go to locations throughout the school. Following a radio roll call, a simulated 9-1-1 call from the school will activate the bridging system. In a half-hour period, 15-20 sets of brief radio exchanges will check communications among school staff, local responders and district personnel. The types of radio exchanges will be selected from the following:

1. Situation Size-Up & Threat Assessment

- Classify the danger level of a threat.
- Determine the threat's credibility, seriousness, likelihood of escalating.
- Designate an appropriate response:
 - Evacuation
 - Reverse Evacuation
 - Lockdown
 - Shelter-in-Place
 - Drop-Cover-Hold
 - Other

2. Alert & Notification

- Establish Incident Command and agree on Incident Action Plan.
- Provide concise information required by 9-1-1 dispatch.
- Notify school staff to take the response action.
- Set up Incident Command Post.
- Provide updates to responders on their way to the school.
- Monitor staff response.
- Transfer command to first responder.
- Establish communication protocol between first responders and school safety team.
- Make additional information and witnesses available to arriving responders.
- Manage parent and community notification.
- Interface with media.

3. Search & Rescue

- Identify and mark unsafe areas.
- Conduct initial damage assessment.
- Obtain injury and missing student reports from teachers.
- Find missing students

4. First Aid

- Set up first aid area for students.
- Assess and treat injuries.
- Complete master injury report.

5. Evacuation/Shelter/Care

- Check evacuation route
- Determine alternate evacuation routes
- Account for the whereabouts of all students and staff.
- Assist students and staff who have special needs.
- Set up secure assembly area.
- Manage sheltering and sanitation operations.
- Manage student feeding and hydration.
- Handle incidents within the incident (fight outbreak, for example)
- Coordinate with Student Release.
- Coordinate with Logistics to secure the needed space and supplies.

6. Facilities & Security Response

- Locate all utilities and turn them off, if necessary.
- Secure and isolate fire/HazMat.
- Assess and notify officials of fire/HazMat.
- Conduct perimeter control.

7. Crisis Intervention

- Assess need for onsite mental health support.
- Determine need for outside agency assistance.
- Provide onsite intervention/counseling.
- Monitor well-being of school emergency team, staff, and students.

8. Student Release

- Set up secure parent reunion area.
- Expedite arrival and departure of school buses.
- Check student emergency cards for authorized releases.
- Complete release logs.

9. Continuity of Education

- Organize delivery of home assignments.
- Update schedule of planned events.
- Manage temporary administrative center.
- Begin request for financial assistance.

10. School Building Reoccupation

- Transfer command back to school Incident Commander.
- Check and scan the facility.
- Coordinate clean-up.
- Organize re-entry of staff and students.