

## Course Description



This 2 day field delivery course (with a 3<sup>rd</sup> day option to design and work through a table top exercises (TTX)) provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school emergency operations plan (EOP) (*known in NJ Schools as School Safety & Security Plan*) and to identify who to train and exercise to the school EOP. This course is taught in your district at your facility.

This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG-101, for developing an emergency operations plan and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as Law Enforcement, Fire, EMS and Emergency Management.

In the optional exercise day, this course provides participants with an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

### Course Purpose

The purpose of the Multi-hazard Emergency Planning for Schools course is to enable schools to review the school EOP to determine areas for improvement, make changes and updates, and identify how to train and exercise.

### Course Goal

The goal of the course is to provide schools with the knowledge, skills, and tools needed to review, enhance, and sustain an all-hazards school EOP.

Through this course, participants will be able to build partnerships and develop positive working relationships among first responders and school staff.

### Target Audience

The target audience for this course is school and emergency management personnel who are interested in comprehensive emergency planning for grades K-12. Examples of potential participants include:

- **School personnel:** School superintendents, principals, school nurses, risk managers, cafeteria staff, bus drivers, and others involved in school planning.
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- **Emergency management personnel:** Emergency manager and representatives of law enforcement, fire, public health, and other response agencies.

**Recommended Courses Before Attending This Training**

- IS-100.SC: Introduction to the Incident Command System (ICS 100) for Schools
- IS-700: National Incident Management System (NIMS), an Introduction

**Independent Study Course**

For schools that want to provide additional staff with training on emergency planning, FEMA offers an independent study course, IS-362, Multihazard Emergency Planning for Schools. The course is available from FEMA's EMI Web site, <http://www.training.fema.gov>.

**METHODOLOGY AND INSTRUCTORS****Training Methods**

This course has been designed to maximize the interaction between the instructor(s) and participants. Training methods used in this course to accomplish this goal include:

- Instructor presentations.
- Participant-centered learning (participants learn from each other's experience).
- Experiential learning (participants learn from experiencing).
- Group discussions.
- Planning development sessions (school evaluates its existing EOP).
- Analysis and discussion of scenarios.
- Activities.

**Class Scheduling**

Classes can be conducted locally within the school districts and are conducted by NJSP in concert with School District officials.

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**Applications**

Please use the General Application and direct all applications to:

**NJSP OEM**

**P.O Box 7068**

**W. Trenton, NJ. 08628**

**Training & Exercise Unit (TEU) 609-963-6900 extension 6214**

**Cost:** No tuition is charged by NJSP OEM for this course. All course materials are provided.