

Campus Safety

CONFERENCE 2019

Making Campuses Safer — TOGETHER



Be Better Prepared: Creating a Collaborative and Comprehensive Emergency Management Training Program

Bronwyn Roberts, Director &
Alix Stayton, Research Associate
Readiness and Emergency Management
for Schools Technical Assistance Center
(REMS TA Center)



CampusSafetyConference.com

Housekeeping

- Cellphones on vibrate or silent
- Q&A Session at end
- Evaluations
- Social Media



@CampusSafetyMag

@remstacenter

#CSC19

About Me

Bronwyn Roberts is the Director of the U.S. Department of Education Office of Safe and Supportive Students' Readiness and Emergency Management for Schools (REMS) Technical Assistance Center. During her 11 years in this role she has facilitated thousands of technical assistance and training occasions to K-12 and higher ed institutions and state education agency entities nationwide.



About Me

Alix Stayton is a Research Associate for the REMS TA Center. She has developed and delivered training and exercises for hundreds of organizations in all sectors over the last decade. She specializes in developing curricula directly from an organization's disaster plan, delivering differentiated training to all levels, and facilitating customized exercises.



What is the REMS TA Center?

A hub of information and services supporting preparedness (safety, security, and emergency management) to address efforts in



PREVENTION



PROTECTION



MITIGATION



RESPONSE



RECOVERY

Serving:

- Institutions of higher education (IHEs), including community colleges, universities, and technical schools;
- Schools, school districts, and local education agencies;
- Community partners; and
- Other stakeholders.

About this Session

Session Takeaways

- Understand Multi-Year Training and Exercise Plan (MYTEP) development as part of the federally recommended six-step planning process, including drawing priorities from the EOP and safety program
- Determine how to identify training opportunities and partners for different training audiences (students, staff or faculty, and families/guardians).
- Access strategies and resources from federal departments and agencies to create effective training programs in collaboration with community partners.

Agenda



Six-step process for developing a high-quality EOP



Elements of a comprehensive training program

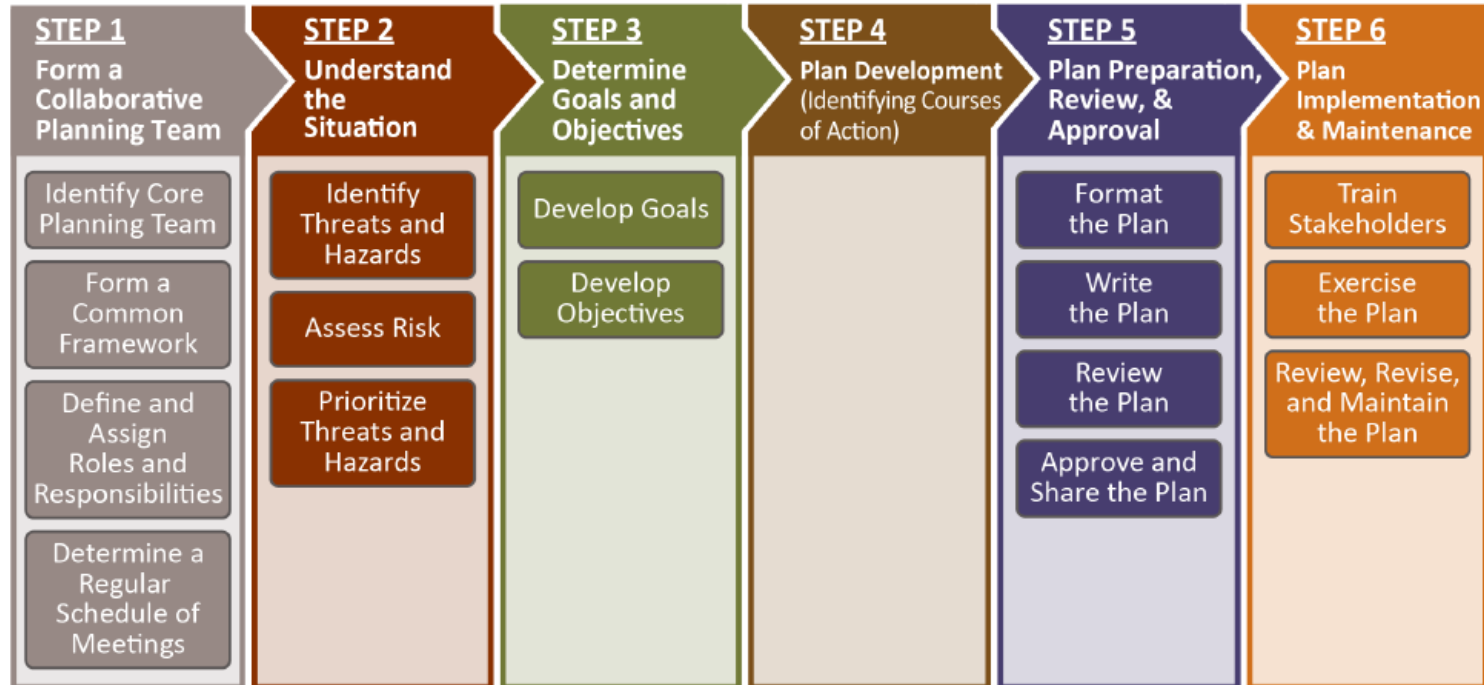


Training resources and availability

5 Preparedness Missions



Six-Step Planning Process



Step 1: Form a Collaborative Planning Team



Step 2: Understand the Situation

- Identify Threats and Hazards
- Assess Risk
- Prioritize Threats and Hazards



Tools for Customizing the Plan

- ✓ Site Assessment
- ✓ Culture and Climate Assessment
- ✓ Behavioral Threat Assessment
- ✓ Capacity Assessment

Step 3: Determine Goals & Objectives

Goals are broad, general statements that indicate the desired outcome in response to the threat or hazard.

The planning team will develop ***at least one goal for each of the following***, indicating desired outcome for

- (1) ***Before***;
- (2) ***During***; and
- (3) ***After*** the threat or hazard.

Objectives are specific, ***measurable actions*** that are necessary to achieve the goals.

Step 4: Identify Courses of Action

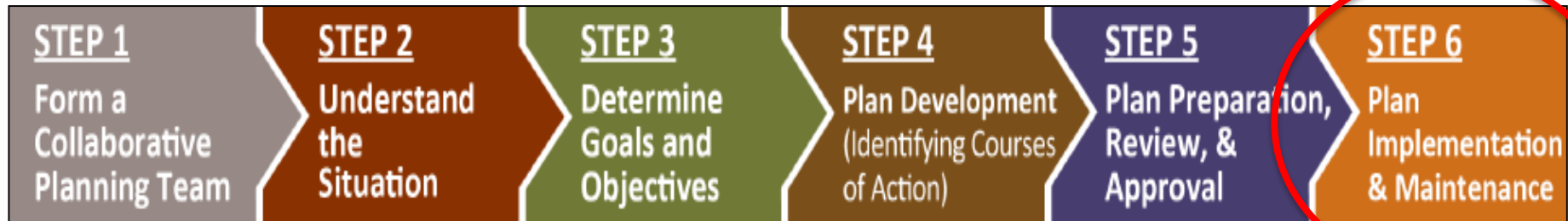
The planning team should use the following questions to develop their preferred *Courses of Action*:

- What is the action?
- Who is responsible for the action?
- When does this action take place?
- How long does this action take?
- What has to happen before and after this action?
- What resources are needed to perform the action?
- How will this action affect specific populations?

Step 5: Plan Preparation, Review, & Approval



Step 6: Plan Implementation and Maintenance



The planning team implements a
**TRAINING, EXERCISE,
AND MAINTENANCE**
plan.

Types of Training

1. Plan training for all stakeholders – what's in the plan, when is it activated, who does what with whom and why
 2. Training for the MYTEP team – how to create an effective MYTEP
 3. Skills training for all stakeholders – skills your stakeholders need to improve the safety and preparedness of themselves and the campus
- Training modalities:
 - Classroom workshops
 - Field training
 - Online learning
 - Podcasts
 - Conferences
 - Recorded Video



Comprehensive Training Program

- Consider all parts of the disaster cycle
- Develop training needs based on program priorities
- Plan to train all stakeholders
- Assessments include training evaluations and results of exercises

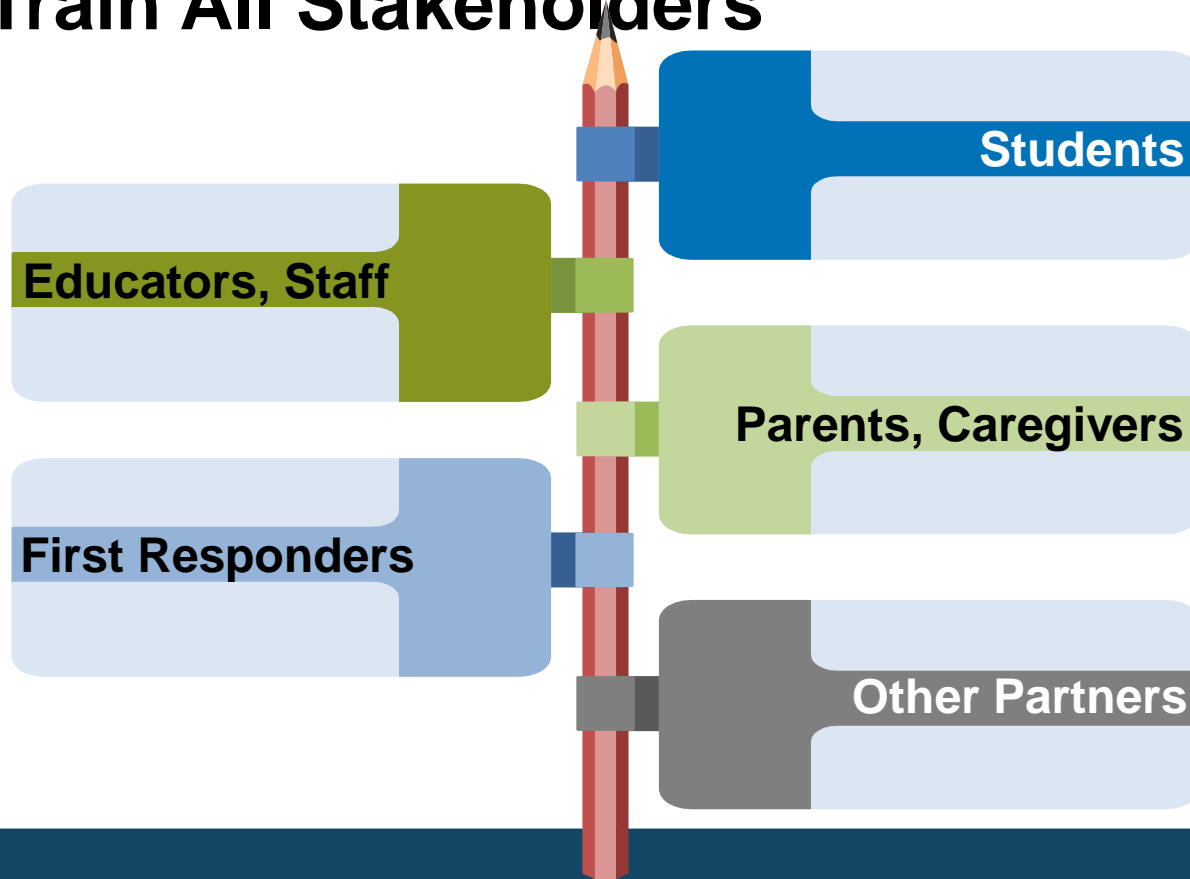
Consider the 5 Missions Throughout the Disaster Cycle



Develop Training Needs Based on Program Priorities

- Program Priorities Developed From:
 - Known hazards and risks
 - Feedback from previous incidents, exercises or gap analyses
 - External sources of training requirements (industry reports or studies, state/federal reports/recommendations)
 - Federal/state regulations and requirements

Plan to Train All Stakeholders

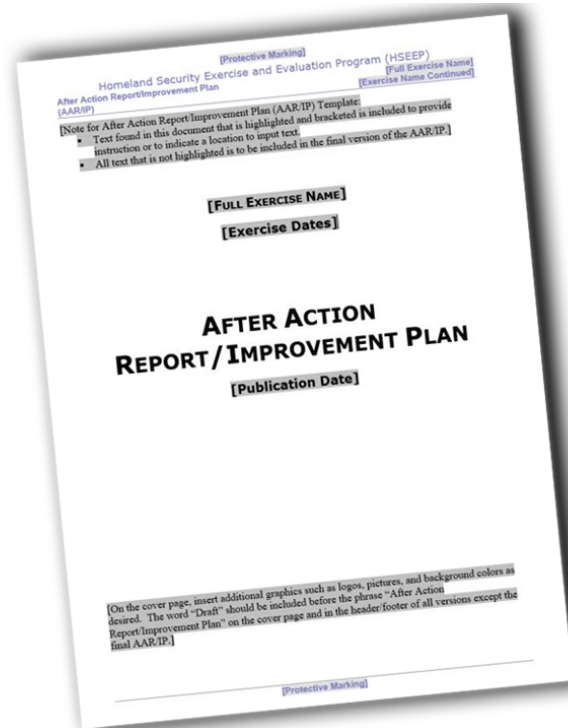


Types of Exercises

- Seminars & Tabletop Exercises
- Drills
- Functional Exercises
- Full-Scale Exercises



Assessments



Creating a Multi-Year Training & Exercise Plan

MYTEP format:

- I. Preface
- II. Points of Contact
- III. Purpose
- IV. Program Priorities
- V. Multi-Year Training and Exercise Schedule

MYTEP Template – <https://preptoolkit.fema.gov>

[Organization] Multi-year Training and Exercise Schedule [Year]

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Organization 1												
Organization 2												
Organization 3												
Organization 4												
Organization 5												

Program Priorities Addressed: [Insert priority titles in boxes below. In the schedule, color-code events and note in parentheses which priority or priorities are addressed by each training or exercise event.]

Priority 1 [Insert Priority Title]	Priority 2 [Insert Priority Title]	Priority 3 [Insert Priority Title]	Priority 4 [Insert Priority Title]	Priority 5 [Insert Priority Title]	Priority 6 [Insert Priority Title]
---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

MYTEP Example

Multi-Year Training and Exercise Schedule 2019-2020

1	2	3	4	5	6
[Priority]	[Priority]	NIMS/ICS	Evacuation	Fire Safety	Data Protection

Color-coded **Program Priorities** listed in order of importance. Indicate whether scheduled activity is training (T) or an exercise (E) when developing the multi-year schedule. Include previously-planned and related training and exercises in the calendar to avoid duplication of effort, schedule conflict, and to take advantage of beneficial context (related activities between departments, partners, etc).

MYTEP Example

Multi-Year Training and Exercise Schedule 2019-2020

Personnel	Jan	Feb	Mar	Apr	May
Administrators	(T) ICS-700 NIMS Intro		National Flood Safety Month	(E) Evacuation	(T) FERPA / HIPAA
Food Services	(T) ICS-100 ICS Intro	(T) Fire Extinguisher Training		(E) Evacuation	
Health Services	(T) ICS-700 NIMS Intro			(E) Evacuation	(T) FERPA / HIPAA

MYTEP Team Training

- Information from *The Guides*:
 - <https://www.rems.ed.gov/IHETrainAndExercises.aspx>
 - <https://www.rems.ed.gov/K12TrainAndExercises.aspx>
- Podcast:
 - https://www.rems.ed.gov/Docs/EarthquakePodcast_REMS_Transcript.pdf
- Resources in the Tool Box:
 - <https://rems.ed.gov/ToolBox.aspx>
- Introduction to Exercises:
 - https://rems.ed.gov/Docs/1_IntroductionExercises_508C.pdf

MYTEP Team Training, continued

Access Virtual
Trainings

Download the *Guides*

Join the
Community of
Practice

Request an
On-Site
Training

Follow
[@remstacenter](#)
on Twitter!

Skills Training Opportunities for Stakeholders

- Virtual Trainings and Webinars
 - Developing Emergency Operations Plans (EOPs) IHE 101
- Trainings by Request
 - School Behavioral Threat Assessments: An Introduction
- Webinars
 - Addressing Access and Functional Needs (AFN) in School and Higher Education Emergency Operations Plans (EOPs)
- Supplemental Exercise and Training Packages
 - Emergency Exercises Package
 - Teen CERT Toolkit

Federal Skills Training

- US Department of Agriculture
- US Department of Education
- US Department of Health & Human Services
- US Department of Homeland Security
- US Department of Justice



State Training

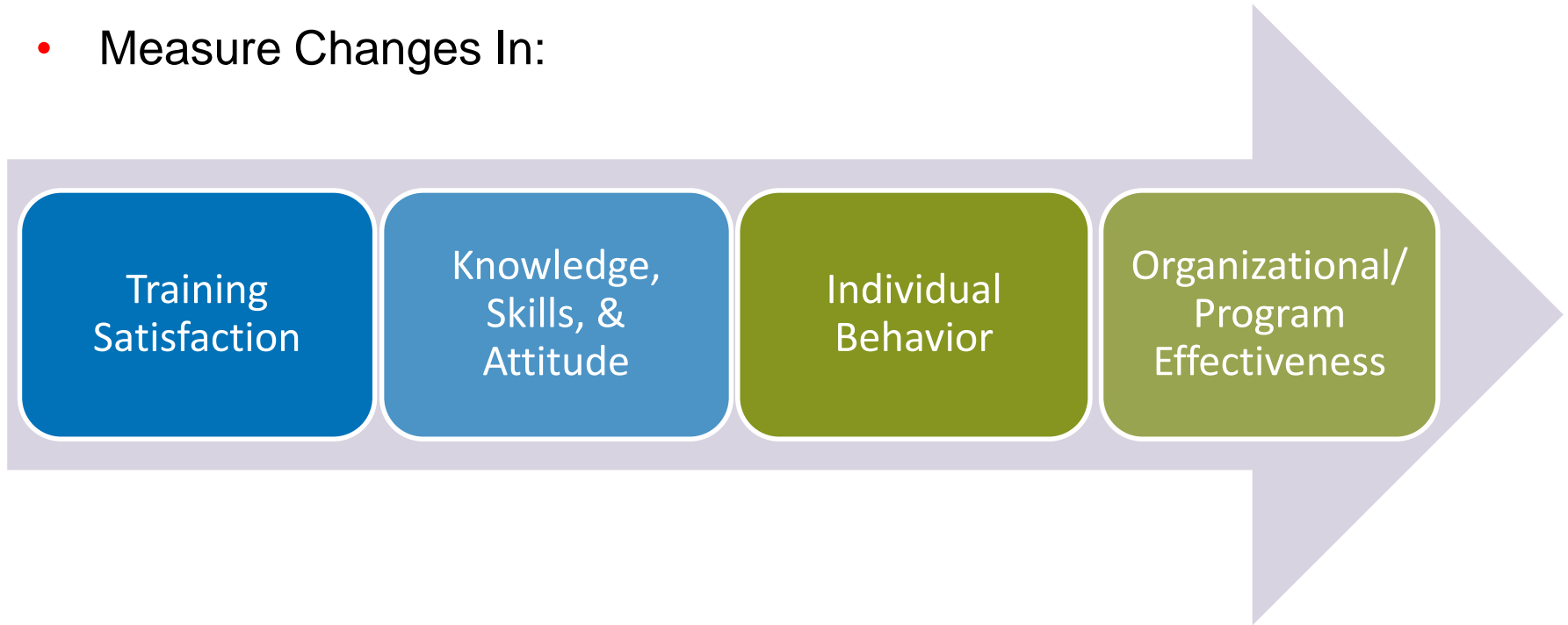
- Emergency Management Agency
- State Education Agency
- School Safety Center
- State Police
- Technical Assistance Centers

Local Training

- Community Partners
- Non-profits
- Local Education Agency
- Colleagues
- Professional Associations

Assessing & Adjusting Training

- Measure Changes In:



Summary

- MYTEP is an important part of the federally recommended six-step planning process for developing and refining a high-quality EOP.
- Training opportunities are varied; they may include different partners and different training audiences (students, staff or faculty, and families/guardians).
- Resources are available to help, including strategies and resources from federal departments and agencies to create effective training programs in collaboration with community partners.

Questions?



Reminders

- Access to the presentation
- Evaluations
- Social Media

Contact Info



<https://rem.ed.gov>

1-855-781-REMS (7367)

info@remstacenter.org

[@remstacenter](https://twitter.com/remstacenter) 



@CampusSafetyMag

#CSC19