



Administration Office
410 S. Commercial Street • Neenah, WI 54956
Tel: (920) 751-6800 • Fax: (920) 751-5067

MEMORANDUM

TO: Board of Education Members
Dr. Mary B. Pfeiffer, District Administrator

FROM: Victoria L. Holt, Assistant District Administrator of Central Services, Human Resources *MLH*
Andrew J. Thorson, P.E., Director of Facilities/Engineer *AT*

DATE: April 3, 2013

RE: District Emergency Operations Plan (DEOP) Executive Summary

Background:

Wisconsin Act 309 went into effect on May 27, 2010 and relates to school safety plans, pupil records and bullying. With specific reference to school safety plans, Wisconsin Act 309 mandates that every school board shall have a safety plan in effect by May 27, 2013.

The safety plan that NJSD is currently using was created in February of 2000 and was last updated in October of 2006. It was developed to be a resource in the event of a crisis, which is not unlike the DEOP being proposed. Many of the plans and policies in the current safety plan are similar to plans and policies in the DEOP. The main differences between the current safety plan and the DEOP are the terminology, the overall organization of the plan, and some new safety drills.

The terminology of the plan will be changing from using colors designating threat levels to using actual names of the threats. For example, in the current plan a code yellow requires staff to lock all doors and continue with classes, but keep all students in the classroom until the code yellow is ended. In the new plan, this type of protocol is labeled "Secure School." Another example is a code blue; currently a code blue requires all staff and students to move to designated areas, turn off lights and remain in that area until notified. In the new plan, this protocol is referred to as a "Lockdown." The goal of this new nomenclature is create awareness among staff and students about the events and, in turn, cause reactive thinking to better handle crisis situations.

Currently, all public and private schools are required to perform the following drills:

- External evacuation (fire drills), monthly
- Internal evacuation (tornado drills), twice annually

With the implementation of Act 309, all public and private schools will be required to perform the additional drills (based on the functional protocols outlined in the DEOP):

- Internal or external evacuation based on a school safety threat (lockdown, reunification, evacuation, etc.), twice annually

District Emergency Operations Plan Team (DEOPT):

As a first step in becoming compliant with Wisconsin Act 309 within the Neenah Joint School District formed a District Emergency Operations Plan Team (DEOPT). The goal of the DEOPT was to develop a collaborative safety plan by utilizing individuals with specific expertise as well as members of District staff. The DEOPT currently consists of the following individuals, with the original team members highlighted in bold:

- Officer Jeremy Bauman, Police School Liaison Officer
- **Victoria Holt, Assistant District Administrator of Human Resources/Central Services**
- Timothy Gantz, Director of Pupil Services
- Stephanie Phernetton, Secondary Principal
- Officer Cory McKone, Neenah Police Department Crime Prevention Coordinator
- **Mary Renning, Elementary Principal**
- **Michael Sipin, Neenah/Menasha Fire Rescue Assistant Chief of Training/Emergency Management**
- **Bernard Sorenson, Deputy Director Winnebago County Emergency Management**
- Andrew Thorson, Director of Facilities / Engineer
- Diane Doersch, Director of Instructional Technology
- Jon Fleming, Secondary Principal

In the beginning of this planning process, original members of this team traveled to the state of Maryland to learn from emergency planning experts about how to develop an effective safety plan and an effective safety planning team. Additionally, this team has met at least monthly for the past two years to develop the District Emergency Operations Plan (DEOP).

District Emergency Operation Plan (DEOP) Structure:

The DEOP is structured as a guide for both basic and complex crisis situations; however it is not intended to cover all crises, rather it is intended to be used with a training program to teach staff how to think and act during a crisis situation. With this intent in mind, the following sections were developed:

- Approval and Implementation
- Basic Plan
- Functional Protocols
- Hazard and Threat Specific Annexes
- Appendix

Approval and Implementation

This is a signature page for all collaborators on the DEOP. Signatories include the School Board President, District Administrator, Winnebago County Emergency Management, Neenah Police Department, Winnebago County Public Health and Neenah Menasha Fire Rescue.

Basic Plan

The basic plan outlines the following administrative requirements including, but not limited to: authority, purpose, scope, maintenance, distribution, training, structure, control and communications.

Functional Protocols

Functional protocols form the district-wide core responses to crises. They are written action steps that are implemented when a crisis situation calls for specific response procedures. Functional protocols included in the DEOP are:

- Continuity of Operations (COOP) Procedures
- Crisis Intervention
- Evacuation – Off Campus

- Evacuation – On Campus
- Lockdown
- Media
- Recovery: Psychological Healing Procedures
- Reunification
- Secure School
- Shelter in Place/Severe Weather

Hazard and Threat Specific Annexes

Hazard and threat specific procedures are implemented when a specific hazard or threat arises, and a specific procedure needs to be followed. Hazard and threat specific procedures included in the DEOP are as follows:

- Abduction or Missing Student
- Active Shooter/Armed Intruder
- Assault/Disorderly Conduct
- Bomb Threat/Suspicious Packages
- Bus Accident
- Civil Disturbance, Demonstrations, and School Disturbances
- Fire
- Flood
- Hazardous Material Release
- Intruder/Hostage
- Medical Emergency
- Public Health Emergency
- Structural Failure
- Utility Loss or Failure

Appendix

The appendices contain various pieces of information including forms, command structures, contact lists, building maps and schedules, checklist and aid agreements. The appendices are a compilation of commonly-used materials organized for quick reference before, during or after a crisis.

Implementation:

The implementation of the DEOP will require effort from every employee within the Neenah Joint School District. The plan will be implemented in the 2013-2014 school year with the following milestone dates for implementation:

- | | | |
|------------------------------|---|---|
| • April 23, 2013 | - | Board of Education Approval |
| • June 2013 – August 2013 | - | ICS 100 and ICS 300 training for Administrators |
| • August 2013 | - | DEOP Training for Administrators |
| • August 2013 – October 2013 | - | DEOP Training for Staff |

Action:

We are requesting that the Board of Education review the new District Emergency Operations Plan. We will be in attendance at the Board meeting on April 9 to provide an overview and to answer any questions. At the April 23 Board meeting, we will be requesting that the Board approve the District Emergency Operations Plan.