



June, 2015

Dear School Safety Stakeholder,

The **Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)** in partnership with the **Louisiana Department of Education (LADOE)** is pleased to offer local school districts assistance in writing and implementing *High-Quality Emergency Operations Plans* (High-Quality EOPs). This opportunity is provided by a grant from the **U.S. Department of Education (DOE)** through the **Readiness and Emergency Management for Schools Technical Assistance (REMS TA) Center** – *Grants to States for School Emergency Management Planning (SEMP)*.



Grant Purpose

The purpose of the grant is to **build capacity** at the district and local levels for **all-hazards emergency operations planning**. The initiative helps *ensure* school and campus **safety**. It also helps ensure **appropriate response** from on-scene staff in the event of an emergency or disaster.

Background

The tragic events of 2012 at Sandy Hook Elementary School in Newtown, Connecticut, serve as a grim reminder of the need for schools to have an effective emergency response plan. To ensure every student, teacher and school employee is in a **safe** and **secure** facility and prepared to **respond** in the event of an emergency or disaster incident, Act 313 of the 2001 Regular Legislative Session [RS 17:416.16] **mandates** that all **elementary** and **secondary** public schools prepare, maintain and exercise a crisis management and response plan.

Today, these are known as *High-Quality School Emergency Operations Plans* (High-Quality EOPs).

Program Description

During the **18-month grant cycle**, this program will include:

- **Data collection** initiatives
- Stakeholder **outreach**
- **TableTop** exercises
- **Robust plan-development training**
- Creation of **plan-development guidance tools**
- **Plan review** and **feedback** opportunities

It is our intention that all **public, parochial** and **charter schools** throughout Louisiana have access to needed plan-development guidance so that we have High-Quality EOPs in place, ensuring the safety of our school campuses, students and staffs should an emergency or disaster occur.



PROTECTING SCHOOLS. SAVING LIVES.

The Louisiana School + Campus Safety Study Group

Purpose

Established by *Executive Order No. BJ 2013 – 1, School and Campus Safety*, issued by Governor Bobby Jindal on **January 4, 2013**, the Louisiana School and Campus Safety Study Group was charged to:

- **Review** and **assess** the State of Louisiana’s current programs.
- Identify **recommendations** for change, including State and local legislative and other actions.
- Implement needed **improvements** within the respective authority of appropriate State agencies.

Members

Honorable Bobby Jindal
Governor
State of Louisiana

James LeBlanc, Co-chair
Secretary
Louisiana Department of Public Safety and Corrections

Colonel Michael Edmonson, Co-chair
Superintendent
Louisiana State Police
Deputy Secretary
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John White
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Kathy Kliebert
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Louisiana Department of Health and Hospitals

Suzy Sonnier
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Louisiana Department of Children and Family Services

Dr. Mary Livers
Deputy Secretary
Office of Juvenile Justice

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Board of Supervisors, Southern University System

E. Gerald Hebert
Chair
Board of Supervisors, University of Louisiana System

Norwood Ogé
Chair
Board of Supervisors, Louisiana Community and Technical College System

Plan Development ToolKit

Several tools, sample plans and checklists have been developed across various local, State and Federal agencies, departments and stakeholder organizations to help local school districts **improve** existing plans and create **new plans** where needed.

Louisiana’s School and Campus Safety Study Group – in partnership with the GOHSEP and the LADOE – has consolidated key existing materials into this easy-to-use *Louisiana Toolkit for Developing High-Quality School Emergency Operations Plans (High-Quality EOP Toolkit)*.

This ToolKit includes how-to job aids and samples to assist school-safety plan development, maintenance and exercise of school EOPs.

Cornerstone among the tools within the ToolKit is the *Louisiana Guide for Developing High-Quality School Emergency Operations Plans (High-Quality EOP Guide)*. The High-Quality EOP Guide expands on the original *Louisiana School and Campus Safety Plan Guide*, adopting the *Guide for Developing High-Quality School Emergency Operations Plans* published by:



U.S. Department of Education (DOE)



U.S. Department of Health and Human Services (DHH)



U.S. Department of Justice (DOJ)



Federal Bureau of Investigation (FBI)



Federal Emergency Management Agency (FEMA)

Training + Exercise

In addition to the ToolKit, we are coordinating a robust **outreach** and **training initiative** to enhance district- and local-level plan development capacity. **Look for details in the ToolKit and announcements to come.**



Plan Review

The grant program ends with a **plan review** component that provides feedback on district-level plans developed through this initiative. You will learn more about the plan review process in **today's workshop**.

SEMP Team

To coordinate efforts and to provide assistance, we have created a **Louisiana SEMP Team**. Feel free to contact any of our team members at any time for assistance.

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We look forward to working with you to create High-Quality EOPs, ensuring the safety of our students, schools and staffs.

Best Wishes,

Kevin Davis
Director
Governor's Office of Homeland Security and
Emergency Preparedness

John White
Secretary
Louisiana Department of Education

The plan development guidance tool and the ToolKit are intended to be *suggestive*, **not mandatory**. Together, they are one tool among many that may be used in evaluating the safety of a school campus and its students, employees and visitors. Use of this Guide is **not intended to impute liability** to the developers, the State of Louisiana – its departments, agencies, boards, commissions or any officer, employee, agency, representative, contractor or volunteer thereof.