



# Lexington Public Schools

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To: Paul Ash, Superintendent  
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business  
Date: February 15, 2013  
Re: Update on Emergency Response Planning (REMS)

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The following is a mid-year update to the district emergency response planning efforts.

The annual meeting among the Superintendent, Fire Chief, and Police Chief was conducted in late August. Assistant Superintendent for Finance and Business Operations attended as the district's emergency response liaison to the Town.<sup>1</sup>

The New Emergency Response web site: **Creating Safe Schools** is on our main page and on each school page. It is also available at <http://safeschools.lexingtonma.org>. We are currently working on having the logo of our flip guides on the site for easy access. The web site and its contents were generated from our Readiness and Emergency Management for Schools (REMS) grant initiative.

Lexington Readiness and Emergency Management for Schools (REMS) Advisory Committee recommendations met on January 30, 2013 and provided the following recommendations to the school department for updating emergency response plans and over all security and safety in schools.<sup>2</sup>

1. Institutionalize Annual Crisis Team Training ( every August)
  - Tentative Agenda:
    - Speaker on new trends in school safety from North Eastern Massachusetts Law Enforcement Council (NEMLEC)
    - Crisis Team Review Emergency Operations Plan and the Emergency Procedures (classroom guide);
    - Conduct simulations for Secure and Hold/Lockdown procedures; and
    - Debrief and provide feedback for additional training, resources, or other needs for improving school safety.
2. Update to Emergency Operations Plan (admin) and Emergency Procedures (classroom/office guide) for Automated external defibrillator (AED) locations in schools

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<sup>1</sup> Section 363 of the FY 02 State Budget required the following:

"Notwithstanding any general or special law to the contrary, the superintendent of each school district shall, prior to the beginning of the school year, meet with the fire chief and police chief of the city, town or district to formulate a school specific "Multi-hazard evacuation plan" for each school under the superintendent's supervision. Said multi-hazard evacuation plan shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which serious bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be designed for each school building after a review of each building. Said plan shall include, but not be limited to: (1) establishment of a crisis response team; (2) a designation as to who is in charge of said team and designated substitutes; (3) a communication plan; (4) crisis procedures for safe entrance to and exit from the school by students, parents and employees; and (5) policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis. Each district, with the assistance of the local police and fire departments, shall annually review and update as appropriate said plan. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed. {[http://www.doe.mass.edu/cnp/safe/multi\\_hazard\\_plan.html](http://www.doe.mass.edu/cnp/safe/multi_hazard_plan.html)}

<sup>2</sup> The REMS Advisory Membership includes representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Asst. Supt for Finance and Business Operations, School Lead Nurse, and three parent representatives who work or are in the emergency response arena. The REMS Advisory meets January and July of each calendar year to review training of school district staff, updates in school safety and overall review of events and response capabilities.

*Lexington Public Schools – Update on Emergency Response Planning (REMS)*

3. Review use of quarterly fire drills and semi-annual bus evacuations and add annual Lockdown/Secure and Hold drill to emergency response planning.
4. Principals, DPF, and School Administration review and update visitor entrance procedures; and
5. Recommendation for Crisis Management Plan policy modification to be in compliance with the Commonwealth's Multi-Hazard Evacuation Plan<sup>3</sup> and the Medical Emergency Response Plan<sup>4</sup> requirements for schools (attached).

Next Steps:

1. Approve Crisis Management Plan policy recommendation.
2. Request funding for annual Crisis Team Training in August.
3. Request funding for replacement of clock and bell/public address systems post assessment: As part of the FY14 capital budget, there are funds available for the assessment of school public address systems. A "rapid communication system" is a requirement of the commonwealth's Medical Emergency Response Plan. While we have most aspects of the communication system covered, our clock and bell/public address systems are aging and face the need for replacement in our schools.
4. Secure funding for conducting annual training of Crisis Team members: A one day training for over 150 employees in August would cost approximately \$35,000 if we pay all of our non-12 month employees or overtime, speaker/facilitator, supplies and materials. Joint training with the Town emergency response team members would also be beneficial and cost effective.
5. Provide time for the administrative team with an invitation to DPF, Police, and Fire, as necessary, to work with recommendations of the REMS advisory committee and the questions from the parent community.
6. Continue to formalize process, procedures, and protocols. All of which requires centralizing information in a secure, but accessible location. DPF currently has a software application that is readily accessible to be used as a repository of information. Each Crisis Team need to designate a records keeper and receive training on the utilization of the application.

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<sup>3</sup> Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.

<sup>4</sup> Medical Emergency Response Plan: Chapter 77 of the Acts of 2012

**LEXINGTON SCHOOL COMMITTEE POLICY**

<b>CRISIS MANAGEMENT PLAN</b>	<b>First Reading:</b> _____
	<b>Second Reading:</b> _____
	<b>Date Approved by School Committee:</b> _____
	<b>Signature of Chair:</b> _____
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**I. PURPOSE AND SCOPE**

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in responding to crisis or emergency situations, managing an actual or potential emergency, and/or providing support following a crisis or emergency.

**II. PLAN DOCUMENTS:**

The Crisis Management Plan documents will be prepared, distributed, and annually reviewed by a district emergency planning advisory committee chaired by Superintendent or designee.

1. Emergency Operations Plan (Administrator Guide)
2. Emergency Procedures (Classroom/Office Guide)

The guides are meant to be a resource and procedural guide. School Department employees shall be familiar with the process and procedures outlined in the Emergency Procedures (Classroom/Office Guide) and be comfortable following them in an “All Hazards” or “Medical” emergency situation.

**III. INCIDENT MANAGEMENT TEAMS AND PREVENTION:**

The Superintendent will appoint an emergency planning advisory committee, also known as the Readiness and Emergency Management for Schools (REMS) advisory committee. The membership of this committee shall be representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Superintendent’s designee, School Lead Nurse, Building Incident Management Teams, and three parent representatives. The REMS Advisory meets twice a year to review training of school district staff, updates school safety plans, and overall review of events and response capabilities.

Each school in the district will have a building based Incident Management Team (also referred to as Crisis Team) which will annually review the Emergency Operations Plan, define training needs for individual school site, and provide after action reports for each emergency response incident that occurs during school hours. All members of Incident Management Team shall be trained as recommended by the Town of Lexington Fire Chief.

**Legal References:**

- Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.
- Medical Emergency Response Plan: Chapter 77 of the Acts of 2012
- FEMA: IS-100.SCa Introduction to the Incident Command System for Schools; IS-700.a NIMS an Introduction

**LEXINGTON SCHOOL COMMITTEE POLICY**

**CRISIS MANAGEMENT PLAN**

**Date Approved by  
School Committee:**

**Signature of Chair:**

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**I. PURPOSE AND SCOPE**

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in preventing crisis situations, managing an actual or potential crisis, and/or providing support following a crisis.

**II. APPLICATION**

This document is organized into six sections:

- 1. Crisis Response Definitions
- 2. Quick Response Overview
- 3. Roles, Responsibilities, General Guidelines
- 4. Specific Crisis Intervention Procedures
- 5. Checklists
- 6. Resource Directory

This manual is meant to be a resource and procedural guide only. Specific information is detailed in each section, but school administrators are encouraged to use their judgment with regard to all potential or actual emergencies. Each crisis situation is unique and the need for alternative procedures or resources may be appropriate.