



Illinois State Board of Education **Illinois Terrorism Task Force**



School and Campus Security Training Program

The School and Campus Security Training Program is a collaborative effort of the Illinois Terrorism Task Force, the Illinois State Board of Education and the Illinois Emergency Management Agency. Funded through state Homeland Security Grants, training is provided to public and non-public schools, higher education institutions and first responder agencies. The program provides awareness and preparedness level training for K-12 schools and higher education institutions to plan for, respond to, and recover from an emergency or disaster. All courses are provided free of cost and many qualify for administrator academy credit, continuing education credit or continuing profession development units. Approved courses available for scheduling include the following:

- Incident Command System for Schools IS-100 SCa (K-12)
- Incident Command for Higher Education Institutions IS-100HE
- Creating an Action Plan: Forming a Critical Incident Response Team (K-12)
- Multi-Hazard Emergency Planning for Illinois Schools Train-the-Trainer (K-12)
- Multi-Hazard Emergency Planning for Higher Education Institution E363
- All-Hazard Emergency Planning for Illinois Colleges and Universities
- Campus-CERT (Community Emergency Response Team) Higher Education
- Forming a Campus Behavioral Threat Assessment Team (Higher Education)
- Student Behavioral Threat Assessment (K-12)
- Understanding and Planning for School Bomb Incidents (K-12)
- Incident Response to Terrorist Bombings (Higher Education & K-12)

To schedule a course, please contact:

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IS-100SCa-Introduction to Incident Command System for Schools

Each year, natural disasters such as tornadoes, floods, and severe storms affect schools. Health-related incidents such as flu outbreaks, food-borne diseases, and even rabid animals can threaten school children. Accidents can occur anytime in chemistry labs, sporting venues, or on school buses. Unfortunately, schools are not immune from intruders, crime, or violence. This 5 hour course provides training on and resources for school personnel who require a basic understanding of the Incident Command System (ICS) and provides the foundation for higher level ICS training. In this course, you'll learn ICS principles that can be applied to school-based incidents. And, more importantly, you'll be better able to interface with other community responders. This course is designed to provide overall incident management skills rather than tactical expertise. The target audience includes persons involved with emergency planning, response and recovery efforts for schools.

IS-100 HE-Introduction to Incident Command System for Higher Education Institutions

This 6 hour course provides basic understanding of the Incident Command System (ICS) and how ICS applies to higher education institutions. The course is designed to provide overall incident management skills rather than tactical expertise. Each year, natural disasters such as tornadoes, floods, and severe storms affect our communities. Unfortunately, institutes of higher education are not immune from these threats and others, such as intruders, crime, and violence. Given today's threats, higher education institutions must be prepared to respond in partnership with local, State, and Federal agencies. ICS allows campus personnel and community responders to adopt an integrated organizational structure that matches the complexities and demands of the incidents without being hindered by jurisdictional boundaries. In this course, you'll learn ICS principles that can be applied to higher education settings. And, more importantly, you'll be better able to interface with other community responders.

Creating an Action Plan: Forming a Critical Incident Response Team

(Administrator Academy Course #427)

This 6 hour training session is designed to help school districts build a school-based emergency management organization to respond to and manage a wide-range of critical incidents until local emergency responders arrive. Participants will learn who should be involved in the school's emergency response and how to form a school-based emergency organization. The Incident Command System (ICS) structure used by emergency responder agencies is featured as the model for the school-based teams. The course is highly interactive featuring small group activities and table-top drills with simulated emergency scenarios. The School Safety Drill Act

requirements and guidelines will be addressed. Schools are invited to send a team of 3-5 staff including an administrator (principal, assistant principal), school nurse, transportation director, teacher, counselor, custodian engineer, school security supervisor, a school resource officer/liaison officer (sworn), and a representative of fire services or emergency management. *Although recommended, schools are not required to send a full team.* District teams will be provided training materials to aid in forming Critical Incident Response Teams for all buildings in their district. Administrators seeking Administrator Academy credits will develop an Action Plan for recruiting, screening, training, deploying and sustaining a school-based Emergency Management Team.

Train-The-Trainer
Multi-Hazard Emergency Planning for Illinois Schools
(Administrator Academy Course #428)

This course is a two-day 15 hour instructor training to develop a core cadre of trainers who will provide technical assistance and serve as district and regional training resources. The course is designed to provide the participants with the knowledge, skills and tools they need to develop effective emergency operations plans for a wide array of potential critical incidents schools may experience. Participants will learn about school emergency operations management and planning, hazard/risk analysis, terrorism/weapons of mass destruction, critical incident response procedures, training and testing plans, and participate in table-top drills. Training materials including instructor manuals, student manuals, CD's with lesson plans, videos, power point presentations, and other instructional resources will be provided to each participant upon completion of the course. Schools should consider sending a two-person team including a school administrator (principal, assistant principal, dean, etc.) and a school resource officer/liaison/DARE officer (sworn), or school security officer. Participants are expected to conduct orientation sessions, in-service training and provide technical assistance to district administration to help with improving their school emergency and crisis response plans.

**Multi-Hazard Emergency Planning for Higher Education
Institutions L363**

This 2-3 day course is designed to be delivered to teams of campus personnel who are responsible for developing, reviewing, implementing and exercising their campus emergency operations plan. This course provides institutions of higher education with the knowledge and strategies to enhance their capacity to protect lives and property within the context of comprehensive emergency management. The training is highly interactive with class exercises coupled with numerous individual and small group activities including a realistic campus emergency operations center functional exercise. This course is appropriate for local first responder agencies serving higher education institutions, local emergency

managers and campus administration including: campus security/public safety; risk management; facilities; student affairs; public information; employee/occupational health; information technology; counseling; provost; and others with roles in emergency response and recovery.

All-Hazard Emergency Planning for Illinois Colleges & Universities

Colleges and universities are sometimes threatened by natural and man made events, yet many higher education institution do not have up to date comprehensive emergency operations plans. Many senior campus officials are unaware of federal compliance requirements for higher education institution emergency plans under the Higher Education Opportunity Act 2008, Occupational Health and Safety Act, and the National Incident Management System (NIMS) including the use of the Incident Command System. The Illinois Campus Security Enhancement Act (CSEA) requires all higher education institutions to develop a NIMS compliant all-hazard emergency plan and a violence prevention plan, including formation of a multi-disciplinary Violence Prevention Committee and a campus threat assessment team. This session provides an awareness level overview of the components of effective campus emergency management planning including prevention, preparedness, response and recovery. This 5 hour training is appropriate for senior campus administrators, department heads, campus police/security, faculty and staff tasked with emergency management, communication and response. The target audience also includes first responder agencies, county/city emergency managers, community leaders and elected officials in areas where higher education institutions are located.

Topics addressed include compliance requirements for the CSEA and adopted administrative rules, standards and guidelines for a campus emergency plan and violence prevention plan, reporting requirements, and role of senior campus officials during emergencies. This is an interactive session in which participants will work in small groups to identify potential problems to various emergency scenarios. The presenters will highlight valuable information, best practices and lessons learned from critical incidents at other campuses. Information gained will assist in updating campus emergency operations plans, provide guidance for developing an emergency management team, establishing a campus emergency operations center and identify key roles of executive leadership during an incident or disaster.

Campus CERT (Community Emergency Response Team)

The Campus Community Emergency Response Team (C-CERT) program is a two day course designed to prepare faculty, staff, and students to help themselves and assist the higher education institution or local community in the event of a disaster. Because emergency services personnel will not be able to help everyone immediately during major disasters, a C-CERT can make a difference by using the training to save lives and protect property. The goal of the C-CERT course is to

provide participants with basic skills, knowledge, tools and resources necessary to serve on a team in the unique context of the campus community.

When emergencies occur, C-CERT members can assist first responders with critical support by providing immediate assistance to victims and organize spontaneous volunteers at a disaster site. Each C-CERT member will receive training in emergency preparedness, fire safety, disaster medical operations, CERT organization, Incident Command System, disaster psychology, terrorism, and light search and rescue. The target audience includes campus police, public safety, fire services, emergency medical personnel, environmental health and safety personnel, residence hall or building managers, risk managers, community relations or outreach officials, faculty, students, or other personnel employed by any college or university, who may be called upon to serve or lead a C-CERT team.

Forming a Campus Behavioral Threat Assessment Team

Higher education institutions have an obligation to provide a safe environment for learning. Part of this safe environment includes the ability to prevent violence by evaluating potentially violent students, faculty and staff. Participants will gain an enhanced understanding and ability to identify persons of concern exhibiting threatening or aberrant behaviors, evaluate the risk of the threat and provide appropriate interventions and case management to reduce the risk of violence. The target audience and campus threat assessment process is a multi-disciplinary team approach comprised of higher education institutional leaders, faculty governance, campus law enforcement/security departments, campus counseling/mental health services, campus judicial affairs, local law enforcement and local community services/mental health agencies. Ultimately, this workshop will help increase the capacity of higher education institutions in responding to the mandates of the Illinois Campus Security Enhancement Act and improving overall campus violence prevention efforts.

This one day (8 hour) session is designed to address violence prevention through behavioral threat assessment using best practices, research, and showcasing different threat assessment models for higher education institutions. The content for this seminar was formulated by nationally recognized experts in the field of threat assessment and embeds research from the U.S. Secret Service and U.S. Department of Education, the Federal Bureau of Investigation's National Center for the Analysis of Violent Crime and best practices from higher education institutions. The training targets actions based on behavioral assessments and focuses attention to campus and public safety concerns as well as legal issues involved in the process of managing potentially dangerous human behavior. The curricular training materials and resources provide in-depth information, model policies, sample operational guidelines, threat assessment team models, and related research studies. The course consists of five modules which include classroom instruction,

guided discussions and practical activities involving case studies intended to facilitate discussion and decision-making.

Student Behavioral Threat Assessment K-12

(Administrator Academy Course #990)

Research findings indicate that incidents of targeted violence in schools were rarely impulsive; that the students who perpetrated the attacks usually planned them out well in advance with planning behavior that was often observable; and, that prior to most attacks, other children knew the attack was to occur. (*Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe Schools*, U.S. Secret Service 2002)

The purpose of this one day (8 hour) seminar is to provide increased understanding of the framework and application of student behavioral threat assessment in elementary and secondary schools. The target audience and student threat assessment process is a multi-disciplinary team approach comprised of school administration, key faculty, psychological services, counselors, local law enforcement, school resource officers, local community services, mental health agencies and school legal counsel. Participants will gain an enhanced understanding and ability to identify persons exhibiting threatening or aberrant behaviors, evaluate the risk of the threat, and provide appropriate interventions and case management to reduce the risk of violence.

The content for this seminar was formulated by nationally recognized experts in the field of threat assessment and embeds research from the U.S. Secret Service and U.S. Department of Education, the Federal Bureau of Investigation's National Center for the Analysis of Violent Crime and best practices from schools. The training targets actions based on behavioral assessments and focuses attention to school and public safety concerns as well as legal issues involved in the process of managing potentially dangerous student behavior. The curricular training materials provide in-depth information, model policies and sample operational guidelines, protocols for law enforcement interviews of students at school, threat assessment team models, and related research studies. The course consists of five modules which include classroom instruction, guided discussions and practical activities involving case studies.

Understanding and Planning for School Bomb Incidents

Bomb threats to schools are a significant problem throughout the United States. Although more than 90% of bomb threats turn out to be pranks, school districts must take each threat seriously because of the real potential for death and serious injury. The problem of bomb threats is an annual occurrence for many school districts, resulting in days lost from teaching and learning, emotional trauma to students and staff, and financial costs.

Effective response to school bomb threats requires the coordinated efforts of administration, faculty, staff and first responders. Teamwork is essential for success. For first responders, their actions at a bomb incident are largely scenario driven. For school administration, the principle decision involves whether to evacuate, shelter-in-place, or take no action. However, each procedure is associated with certain critical tasks necessary to ensure a safe and effective response.

This 5 ½ hour awareness level course is designed to assist law enforcement officers, firefighters, other first responder agencies, school administrators, faculty and staff who are responsible in planning for and responding to bomb threats, suspected explosive devices found, or actual bombing incidents at a school. This course addresses issues and considerations involved in developing a safe and effective school bomb threat response plan annex as part of the School Emergency and Crisis Response Plan.

Incident Response to Terrorist Bombings

Educational institutions, including K-12 schools, colleges and universities have been attacked by a variety of criminals, vandals, terrorists, suicide bombers and domestic extremist groups. The attackers have used improvised explosive devices (IEDs), including suicide bombs, time bombs, hand grenades, incendiary devices and remotely-detonated explosives. This 5 ½ hour course is designed to communicate basic information concerning explosives and incendiary devices that could be used against education facilities and appropriate response procedures at the awareness level. Course content includes information on recognition and identification of IED's; components required to produce an explosive or incendiary event; pre-detonation safety rules; shielding, sheltering or evacuation decisions; safe distance considerations; and hazards encountered in structures after a bombing incident.

K-12 school administrators must attend the *Understanding & Planning for School Bomb Incidents* course as a prerequisite. The target audience includes school administrators, and higher education institution officials responsible for emergency planning and managing bomb incidents. It is also appropriate for local law enforcement officers, college and university police/security/public safety officials, facilities managers, building and grounds management and athletic staff.