How to Report School Safety Information to WASPC

The Washington Association of Sheriffs and Police WASPC has contracted with Prepared Response, Inc. to modify the Administrative Interface of its software as described in this document – our intent is that reporting to WASPC be accomplished by entering the appropriate information into the administrative interface, at -

https://prodadmin.rapidresponder.com

The black text below is the text of RCW 28A.320.125, as modified by SB 5097 (2007). Annotations in Blue and Italics below are made by WASPC for the purposes of assisting CIPMS users in the entry of relevant data into Rapid Responder. Entering data into Rapid Responder constitutes recording and reporting to WASPC as required.

RCW 28A.320.125

Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules.

(1) The legislature considers it to be a matter of public safety for public schools and staff to have current safe school plans and procedures in place, fully consistent with federal law. The legislature further finds and intends, by requiring safe school plans to be in place, that school districts will become eligible for federal assistance. The legislature further finds that schools are in a position to serve the community in the event of an emergency resulting from natural disasters or man-made disasters.

(2) Schools and school districts shall consider the guidance provided by the superintendent of public instruction, including the comprehensive school safety checklist and the model comprehensive safe school plans that include prevention, intervention, all hazard/crisis response, and postcrisis recovery, when developing their own individual comprehensive safe school plans. Each school district shall adopt, no later than September 1, 2008, and implement a safe school plan consistent with the school mapping information system pursuant to RCW 36.28A.060.

The RCW referred to reads in part ". . . the Washington association of sheriffs and police chiefs shall create and operate a statewide first responder building mapping information system." This system is formally known as the Critical Incident Planning and Mapping System (CIPMS). WASPC manages the system and contracts with Prepared Response, Inc.

to provide the software which contains the data. The software is known as Rapid Responder.

The plan shall:

(a) Include required school safety policies and procedures;

Any school safety plan can be uploaded into the CIPMS. There are two ways to do this:

- ***Preferred Method:*** ***Uploading the plan into Rapid Responder – this method makes the safety plan available to authorized first responders and school users who access the system under the Emergency Plans section for your school(s)***
    - ***To upload a plan into Rapid Responder, an authorized system administrator for the school (or district) takes the following steps:***
        - ***Ensure that the plan being uploaded is available to the computer being used in one of the following formats***
            - ***PDF***
            - ***Microsoft Word***
        - ***Log in to https://prodadmin.rapidresponder.com***
        - ***Under Locations, Choose the school or district to which the safety plan applies – If you choose the district, the plan is automatically "pushed down" to all of the mapped sites within the district; if you choose a school, the plan is only posted on that school's site***
        - ***Under Manage Data, Under Plans, Teams, and Events, Choose Emergency Plans***
        - ***Existing Plans will appear in the large window to the right***
            - ***To approve an existing plan, click on the plan***
            - ***A new window will appear***
            - ***To review its content, click on the name of the document - it will appear in a new window***
            - ***If no changes are required, click the blue button to Approve the existing plan (this indicates that the plan has been reviewed and approved)***
            - ***The system records name, title, and function of the approver, and the date approved***
        - ***To upload a new plan, again Choose Emergency Plans***
            - ***Click the blue Add button***
            - ***A new window will appear that reads Add Emergency Plan***
            - ***Click the Browse button***
            - ***Locate the Word document or PDF file that you wish to upload***
            - ***Choose a plan type (if you do not see an appropriate plan type, please choose "General"***
            - ***If desired, enter a Category or Revision Description (free form entry)***
            - ***Click Save (Or, if you desire to upload a number of plans, click Save & New)***
                - ***After you have saved, you may attach an image to a document – for example, for an evacuation plan, you may wish to upload a JPG file that shows evacuation routes***
                - ***To do this, go to the document to which you wish to attach the image, and click Manage Images***
                - ***Click Browse to find the image you wish to attach***
                - ***Click Add***
                - ***A new window appears, allowing you to give the image a Title, a Description, and other data as you desire***
                - ***(You may also delete it in this window by clicking the red X)***

        - ***Finally, if desired, you may go back into the document, and click the Approve button***
- ***Method 2:*** ***Uploading the plan as a "General Reference" – this method makes the plan available to school administrative users (but not first responders) under the Regional Tab and under the Reference Tab at the search screen. This method also does not allow the school administration to "Approve" the plan in Rapid Responder. It may be useful, however, for a larger policy-oriented plan – for example, a multiple page document dealing with longer range issues like consequence management, but not immediately necessary for first responder use in an incident***
    - ***To upload a plan by this method, an authorized system administrator for the school (or district) takes the following steps:***
        - ***Ensure that the plan being uploaded is available to the computer being used in one of the following formats***
            - ***PDF***
            - ***Microsoft Word***
            - ***Microsoft Excel Spreadsheet***
            - ***Microsoft PowerPoint***
            - ***Text***
        - ***Log in to https://prodadmin.rapidresponder.com***
        - ***Under Locations, Choose the school or district to which the safety plan applies***
        - ***Under Manage Data, Under Resources & References, Choose General References***
        - ***Click Add***
        - ***Click Browse, and then choose the document that you wish to attach***
        - ***If desired, add a name or description of the Document***
        - ***Click Save***
        - ***(If you make a mistake, or just wish to delete a general reference file, just click the red X)***

(b) Address emergency mitigation, preparedness, response, and recovery;

(c) Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities;

(d) Use the training guidance provided by the Washington emergency management division of the state military department in collaboration with the Washington state office of the superintendent of public instruction school safety center and the school safety center advisory committee;

(e) Require the building principal to be certified on the incident command system;

Certification of the Principal in the Incident Command System can be documented in the CIPMS system as follows:

- ***Log in to https://prodadmin.rapidresponder.com***
    - ***Under Locations, Choose the school or district to which the principal is assigned***
        - ***Under Manage Data, Under Administrative, Choose Personnel***
        - ***A screen entitled Manage Active People appears to the right***
            - ***If the person's name is listed, click on his or her name***
            - ***If the person is not listed, click on Add***
            - ***Fill in (or verify) the information on the Personal Data screen, including all of the Required Fields (Noted with a red asterisk *)***
            - ***For Title, you may choose the person's actual title, but under First Function, be sure to choose Principal***
            - ***Fill in the remaining required fields***
            - ***Click Save***
            - ***After you have saved a person, note that there are now five tabs across the top – Personal Data, Contact Data, User Data, Training, and Site Assignment – Click on Training***

- ***Click on Add***
- ***Note that the screen now says "Add Certification / Training for [Person's Name]***
- ***Click the drop down arrow to Select the appropriate training course. At this time, only the following three courses are available for entry as "Standard"***
    - ***IS-100 Intro to Incident Command***
    - ***IS-100 SC – Intro to ICS for Schools***
    - ***IS-700 National Incident Management***
- ***Enter the date completed in the format mm/dd/yy***
- ***(If desired, enter Notes to describe the course – e.g., "Took the course from OSPI and passed the test on-line")***
- ***Click Save***
- ***After you have saved, you can go back into the document and attach a document to the training – e.g., a PDF of the principal's FEMA training certificate (recommended, but not required)***

(f) Take into account the manner in which the school facilities may be used as a community asset in the event of a community-wide emergency; and

(g) Set guidelines for requesting city or county law enforcement agencies, local fire departments, emergency service providers, and county emergency management agencies to meet with school districts and participate in safety-related drills annually.

(3) School districts shall annually:

(a) Review and update safe school plans in collaboration with local emergency response agencies;

- ***There is no separate reporting of whether school plans have been reviewed and updated; loading plans into Rapid Responder by the means described above constitutes reporting to WASPC***

(b) Conduct an inventory of all hazardous materials;

There are two ways to document the conducting of this inventory. The first method involves the entry of chemicals and their locations for each school and then producing an inventory report. The second method involves the creation of an inventory in a standardized spreadsheet and uploading this spreadsheet into Rapid Responder. (If your school has been recently mapped and chemical information was provided, or if it was mapped some time ago and you have been keeping your chemical lists up to date, you can skip down to the last step of Method 1.)

- ***Method 1: At this time, Method 1 is preferred, because the information becomes available to first responders in a standardized format, linked to the appropriate chemical hazard information***
    - ***Note: In the case of emergency plans, districts can enter plans and the information populates "down" to the schools within the district. Chemical entry follows the opposite logic – chemicals should be entered at the floor level. They populate "up" to the building and site level. The only chemicals that should be entered at the site level are those that are located outside a building – for example, a propane tank on the site, but not in a building. The propane should be entered at the site level, if it is not associated with a building, and it would only be available to responders when they are at the site level***
    - ***Inventory Step 1: To enter a chemical, Under Locations, click the "+" sign to the left of the appropriate building, then choose the appropriate floor where the chemical is located.***
    - ***Under Manage Data, choose Chemicals – Floor***
    - ***Click Add***

- *Enter part of the name of the chemical - You must know the chemical name; the system does not recognize brand names*
- *Click Search – a list of chemicals that include this search string will appear*
- *Choose the chemical that you are documenting*
- *On the screen titled Chemicals – Save", the chemical name will appear in the next box enter a number, then choose the Unit of measure – for example, choose 10 in the first box, and gallons from the drop down*
- *Type a descriptive name for the location of the chemical – be specific, this is the description that first responders will see*
- *Type the Room Name and/or Number where the chemical is located*
- *Leave the Tier II box as No, unless you have specific information to indicate whether the chemical is listed as a Tier II chemical (contact your local fire department or emergency management department)*
- *(Optional New Feature) If you would like to link to a product web-site that provides further information about this chemical, enter the URL under "External Link" – for example, for swimming pool chlorine you might enter http://www.epa.gov/oem/docs/chem/spalert.pdf (These links are automatically made available to school personnel and first responders when they access your site, so please choose authoritative sites.)*
- *(Optional) – Under Detail you may enter Special Security, and the Latitude and Longitude (in decimal degree format) of the chemical*
- *Finally, click the Save button*
- *After you have clicked Save, you can go back into the previous screen by clicking on the chemical. There you can attach an image to this chemical. This is recommended in the case of a chemical storage cabinet, or any other container that would assist first responders in locating and identifying the chemical*
- *At his screen, "Chemicals – Save", you can also delete a chemical by clicking the Delete button*
- ***Inventory Step 2:** After you have entered all of your chemicals, under Location, go to the Site Level – for example, XYZ High School. Under Manage Data, Chemicals, Click Chemical Inventory*
- ***Inventory Step 3:** On the right, click Download Current Inventory. A spreadsheet will be automatically created with a list of all of the chemicals you have entered for your site. Save this spreadsheet to your own computer with a name that identifies it as the inventory for this school – e.g., XYZ High School Chemical Inventory August 2008*
- ***Inventory Step 4:** Back in the Rapid Responder Administrative Interface, click on Add*
  - *Under Inventory Name enter the name of the Inventory (recommended – use the same name as the Spreadsheet)*
  - *Enter the Date the inventory was conducted (you can choose the date off the calendar by clicking on the calendar icon)*
  - *You can choose the name of the person who conducted the inventory from the drop down menu (if the person has previously been entered under Personnel – see above)*
  - *Save the inventory*
- ***Inventory Step 5:** Finally, from the chemical inventory screen, choose the inventory you have just created; now you can attach your inventory by clicking Manage Documents, Browse for the name of the spreadsheet, and clicking Add*
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- *Method 2: Method 2 is available to comply with the requirements of SB 5097; however, when chemical inventories are uploaded in this way, the information is not available to first responders in a readily useable format.*
  - ***Inventory Step 1:** Create a spreadsheet of your chemical inventory in the format recommended by OSPI at [insert URL]*
  - ***Inventory Step 2:** Log in to https://prodadmin.rapidresponder.com*
  - ***Inventory Step 3:** Under Location, go to the Site Level – for example, XYZ High School. Under Manage Data, Chemicals, Click Chemical Inventory*
  - ***Inventory Step 4:** Click on Add*
    - *Under Inventory Name enter the name of the Inventory (recommended – use the same name as the Spreadsheet)*

- *Enter the Date the inventory was conducted (you can choose the date off the calendar by clicking on the calendar icon)*
- *You can choose the name of the person who conducted the inventory from the drop down menu (if the person has previously been entered under Personnel – see above)*
- *Save the inventory*

(c) Update information on the school mapping information system to reflect current staffing and updated plans, including:

There is no separate reporting of the updating of the school mapping information; updating the information in Rapid Responder constitutes reporting to WASPC. WASPC recommends that districts or schools use the following procedure to conduct a "self-audit" of whether their information is up to date:

- ***For each school, officials can view or print a Site Summary of all information contained in the Rapid Responder system. To do this,***
  - ***Log in to https://prodadmin.rapidresponder.com***
  - ***Under Locations, Choose the school***
  - ***Under Manage Data, Choose Site Summary***
  - ***Review all of the information on screen, or print and review***
- ***Make changes as necessary, using the Administrative Interface – A full users manual, including screen shots of all functions, will soon be available within the site itself – click Help in the right hand corner, and download a PDF version of the manual***

(i) Identifying all staff members who are trained on the national incident management system, trained on the incident command system, or are certified on the incident command system; and

The documentation of the other personnel's training can be documented by the same means as the principals certification above, but the instructions are repeated here (only slightly modified for this purpose) :

- ***Log in to https://prodadmin.rapidresponder.com***
  - ***Under Locations, Choose the school or district to which the staff member is assigned***
    - ***Under Manage Data, Under Administrative, Choose Personnel***
    - ***A screen entitled Manage Active People appears to the right***
      - ***If the person's name is listed, click on his or her name***
      - ***If the person is not listed, click on Add***
      - ***Fill in (or verify) the information on the Personal Data screen, including all of the Required Fields (Noted with a red asterisk *)***
      - ***For Title, you may choose the person's actual title, but you must choose a First Function***
      - ***Fill in the remaining required fields***
      - ***Click Save***
      - ***After you have saved a person, note that there are now five tabs across the top – Personal Data, Contact Data, User Data, Training, and Site Assignment – Click on Training***
      - ***Click on Add***
      - ***Note that the screen now says "Add Certification / Training for [Person's Name]***
      - ***Click the drop down arrow to Select the appropriate training course. At this time, only the following three courses are available for entry as "Standard"***
        - ***IS-100 Intro to Incident Command***
        - ***IS-100 SC – Intro to ICS for Schools***
        - ***IS-700 National Incident Management***

- *Enter the date completed in the format mm/dd/yy*
- *(If desired, enter Notes to describe the course – e.g., "Took the course from OSPI and passed the test on-line")*
- *Click Save*
- *After you have saved, you can go back into the document and attach a document to the training – e.g., a PDF of the person's FEMA training certificate (recommended, but not required)*

(ii) Identifying school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements consistent with the school mapping information system; and

The district or school transportation plan can be uploaded into the CIPMS, like any other safety plan (see above). The instructions are repeated here for transportation plans:

- *Uploading the plan into Rapid Responder –*
  - *To upload a transportation plan into Rapid Responder, an authorized system administrator for the school (or district) takes the following steps:*
    - *Ensure that the transportation plan being uploaded is available to the computer being used in one of the following formats*
      - *PDF*
      - *Microsoft Word*
    - *Log in to https://prodadmin.rapidresponder.com*
    - *Under Locations, Choose the school or district to which the transportation plan applies – If you choose the district, the plan is automatically "pushed down" to all of the mapped sites within the district; if you choose a school, the plan is only posted on that school's site*
    - *Under Manage Data, Under Plans, Teams, and Events, Choose Emergency Plans*
    - *Existing Plans will appear in the large window to the right*
      - *To approve an existing transportation plan, click on the plan*
      - *A new window will appear*
      - *To review its content, click on the name of the document - it will appear in a new window*
      - *If no changes are required, click the blue button to Approve the existing plan (this indicates that the plan has been reviewed and approved)*
      - *The system records name, title, and function of the approver, and the date approved*
    - *To upload a new transportation plan, again Choose Emergency Plans*
      - *Click the blue Add button*
      - *A new window will appear that reads Add Emergency Plan*
      - *Click the Browse button*
      - *Locate the Word document or PDF file that you wish to upload*
      - *For plan type, choose Transportation from the drop down menu*
      - *If desired, enter a Category or Revision Description (free form entry)*
      - *Click Save (Or, if you desire to upload more than one transportation plan, click Save & New)*
        - *After you have saved, you may attach an image to a document – for example, you may wish to upload a JPG file that shows school bus staging areas*
        - *To do this, go to the document to which you wish to attach the image, and click Manage Images*
        - *Click Browse to find the image you wish to attach*
        - *Click Add*

- *A new window appears, allowing you to give the image a Title, a Description, and other data as you desire*
- *(You may also delete it in this window by clicking the red X)*

- ***Finally, if desired, you may go back into the document, and click the Approve button***

(d) Provide information to all staff on the use of emergency supplies and notification and alert procedures.

(4) School districts are required to annually record and report on the information and activities required in subsection (3) of this section to the Washington association of sheriffs and police chiefs.

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(5) School districts are encouraged to work with local emergency management agencies and other emergency responders to conduct one tabletop exercise, one functional exercise, and two full-scale exercises within a four-year period.

(6) Schools shall conduct no less than one safety-related drill each month that school is in session. Schools shall complete no less than one drill using the school mapping information system, one drill for lockdowns, one drill for shelter-in-place, and six drills for fire evacuation in accordance with the state fire code. Schools should consider drills for earthquakes, tsunamis, or other high-risk local events. Schools shall document the date and time of such drills. This subsection is intended to satisfy all federal requirements for comprehensive school emergency drills and evacuations.

Schools and districts can document their drills and exercises in the CIPMS. Likewise, they can document actual incidents and manage their after action and lessons learned reporting within the statewide mapping system. The method for documenting drills is described here, but incident reporting is very similar.

- ***Entering drills or exercises into Rapid Responder –***
  - ***An authorized system administrator for the school (or district) takes the following steps:***
    - ***Log in to https://prodadmin.rapidresponder.com***
    - ***Under Locations, Choose the school or district for which or at which the drill or exercise was conducted***
    - ***Under Plans, Teams, and Events, choose Events***
    - ***On the right hand screen, note the three tabs – Incident, Training, and Drill – Click on Drill***
    - ***On the next screen, Click Add***
    - ***On the next page, titled Add Drill, enter the required information***
      - ***Drill Name – Give the drill a unique name – e.g.," September Fire Drill"***
      - ***From the drop-down menu, Select the Hazard or Threat that the drill is designed to test – e.g., "Fire-Internal"***

- ***From the drop-down menu, Select the Initial Response from the following choices***
    - ***Evacuation***
    - ***Lockdown***
    - ***Shelter in Place***
- ***From the drop-down menu, Select the Drill Type from the following choices***
    - ***Drill***
    - ***Exercise – Tabletop***
    - ***Exercise – Functional***
    - ***Exercise – Full Scale***

- ***Enter any of the other optional information that you wish to document***
- ***Click Save***
- ***After you have saved a drill, you can go back into it and attach any document you wish – e.g., a report of lessons learned from the drill or a list of participants that you may have in document form***
- ***To do this, click on the drill, then click Manage Documents***
- ***From the drop down menu, choose a Document Type***
- ***Then Browse your computer for the document – it must be of one of the following types:***
    - ***PDF***
    - ***Microsoft Word***
    - ***Microsoft Excel Spreadsheet***
    - ***Microsoft PowerPoint***
    - ***Text***
- ***Click Add***

(7) Educational service districts are encouraged to apply for federal emergency response and crisis management grants with the assistance of the superintendent of public instruction and the Washington emergency management division of the state military department.

(8) The superintendent of public instruction may adopt rules to implement provisions of this section. These rules may include, but are not limited to, provisions for evacuations, lockdowns, or other components of a comprehensive safe school plan.

[2007 c 406 § 1; 2002 c 205 § 2.]

Notes:

Findings -- 2002 c 205: "Following the tragic events of September 11, 2001, the government's primary role in protecting the health, safety, and well-being of its citizens has been underscored. The legislature recognizes that there is a need to focus on the development and implementation of comprehensive safe school plans for each public school. The legislature recognizes that comprehensive safe school plans for each public school are an integral part of rebuilding public confidence. In developing these plans, the legislature finds that a coordinated effort is essential to ensure the most effective response to any type of emergency. Further, the legislature recognizes that comprehensive safe school plans for each public school are of paramount importance and will help to assure students, parents, guardians, school employees, and school administrators that our schools provide the safest possible learning environment." [2002 c 205 § 1.]

Severability -- 2002 c 205: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2002 c 205 § 5.]

Effective dates -- 2002 c 205 §§ 2, 3, and 4: "(1) Sections 2 and 4 of this act are necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and take effect immediately [March 27, 2002].

(2) Section 3 of this act takes effect September 1, 2002." [2002 c 205 § 6.]