



## MINNESOTA DEPARTMENT OF PUBLIC SAFETY

# **2014 Annual Report to the Legislature:** Minnesota School Safety Center (MnSSC): Results achieved, budget appropriation, in coordination with the Minnesota Department of Education (School Safety Technical Assistance Center)

*In compliance with Minnesota Laws 2013, chap. 86, art. 1, sec. 12, subd. 2, para. (b)*

Compiled by:



Minnesota Department of Public Safety  
Division of Homeland Security and Emergency Management

## **Legislative Background**

The Minnesota School Safety Center (MnSSC) was created in 2007 at the recommendation of the legislative advisory task force on school and staff emergency/all hazard preparedness. The center addressed many critical gaps between education and public safety in school emergency planning resources and training. Federal funding expired in 2011, and the center closed.

In May 2013, the Minnesota Legislature re-established the MnSSC (Minnesota Laws 2013, [Chapter 86](#), article 1, section 12). The session law requires this report to the Legislature on the school safety center appropriation status: how the appropriation was spent, an assessment of the working relationship with the Department of Education (MDE) and the results achieved.

The session law re-establishing the MnSSC directs it to coordinate significantly with the School Climate Center and School Climate Council. MnSSC staff maintains a collaborative working relationship with MDE (specifically the School Safety Technical Assistance Center director and the school climate, restorative justice and bullying specialist).

## **Governance Structure of the Minnesota School Safety Center**

The Department of Public Safety Homeland Security and Emergency Management Division (DPS/HSEM) is the state coordinating agency for all-hazards emergency preparedness and is home to the MnSSC. HSEM provides leadership and administrative support to the MnSSC. The MnSSC operates in HSEM's Preparedness Branch.

The mission of HSEM is to help Minnesota prevent, prepare for, respond to and recover from natural and human-caused disasters. The division's primary purpose is to build communities that are prepared to respond to emergencies and have the resilience to quickly recover from the effects of disaster.

## **Staffing — Organizational Structure, Roles and Responsibilities**

The MnSSC was fully staffed by December 2013. The staff included a school safety center director and three school safety specialists. These positions enhance the integrated school safety program by providing technical expertise, leadership and coordination to state and local emergency management, law enforcement and school district officials. To ensure compliance with federal and state requirements for school safety preparedness, these positions initiate, develop, enhance, maintain and coordinate the programs of the MnSSC by providing planning direction and interagency coordination. The team develops guidance materials, analyzes surveys and other data, and makes presentations to key school and emergency response audiences.

## **School Safety Center Director Responsibilities**

- Leading the MnSSC, performing supervision and budget administration functions
- Reporting to the Legislature
- Serving as primary liaison to public safety agencies, school administration groups and school transportation companies
- Coordinating with the DPS Office of Communications public information officer

- Developing a school emergency response and recovery team
- Developing a state response plan
- Coordinating with other state programs and agencies
- Training and presenting

### **Safe School Assessment Coordinator Responsibilities**

- Conducting safe-school assessments and training
- Developing a facility self-assessment course and checklist
- Planning for access and functional-needs
- Liaison with State Fire Marshal, State Patrol, and Association of Minnesota Emergency Managers
- Compiling evidence-based best practices
- Maintaining the MnSSC Website
- Planning, training and presenting

### **Emergency Planning Coordinator Responsibilities**

- Maintaining the Comprehensive School Safety Guide
- Leading Multi-Hazard Emergency Planning for Schools training
- Updating Universal Procedures (critical operational functions)
- Evaluating school exercises, drills and school procedures
- Supporting reunification planning
- Developing and reviewing curriculum
- Recovery planning and training
- Planning, training and presenting

### **School Resource Officer (SRO) Coordinator Responsibilities**

- Developing school resource officer curriculum
- Coordinating active shooter, emergency response, threat assessment and bomb threat classes
- Liaison with law enforcement agencies and school resource officers
- Researching and analyzing
- Developing and reviewing curriculum
- Planning, training and presenting

### **Budget Overview**

The initial MnSSC appropriation in FY2014 was \$455,000. The original work plan included four positions to restart the MnSSC. We were able to hire and sustain a full complement until December 2014, when the MnSSC director left. We will fill the director position in early 2015.

The ongoing annual appropriation is \$405,000. Based on current operating costs, in the next biennium the base allotment will only support three fulltime employees and their related expenses. The Emergency Planning Coordinator position will remain vacant in FY 2016 and 2017. SSC activities will be adjusted accordingly based on the compliment of three fulltime staff.

## **2014 Results Achieved**

The MnSSC uses a standardized planning, training and facility assessment approach to improve school safety and strengthen relationships between schools and their local emergency responders. The Center tailors program delivery to meet each district's unique needs. We also built relationships with the Educational Regional Service Cooperatives to improve regional outreach, training and planning classes. The Cooperatives are public, non-profit organizations comprising public, charter and private school districts, cities, counties and other member organizations dedicated to maximizing resources and improve learning opportunities through collaboration. The nine regionally based service cooperatives were established in 1976 by [Minn. Stat., § 123A.21](#).

MnSSC activities completed throughout the year:

- Developed and delivered
  - 3 school resource officer training courses
  - 2 school multi-hazard emergency planning courses
  - 3 threat assessment classes
  - 1 bomb threat response class
  - 2 visitor and entry procedures workshops
- Developed and implemented a school-specific Facility Assessment Tool and conducted train-the-trainer assessment courses, including 15 school facility assessments.
- Reviewed and revised the MnSSC strategic plan
- Conducted presentations to educational groups and at state conferences, reaching more than 1,200 school and emergency response officials:
  - Minnesota Association of School Maintenance Supervisors Conference (MASMS)
  - Emergency Preparedness Response Committee (EPRC) - state agency involvement in a school response team
  - Minnesota Symposium on Terrorism and Emergency Preparedness (M-STEP) — School Facility Assessment procedure
  - Minnesota Crime Prevention Association (MCPA)
  - Governor's HSEM Conference
  - Minnesota Chiefs of Police Conference (MCPC)
  - Minnesota Association of Women Police (MAWP)

- Southwest Metro Educational Co-op
- Minnesota Association of Pupil Transportation (MAPT)
- National Joint Powers Alliance (Staples, Minn.) (NJPA)
- Resource and Training Solutions (Sartell)
- Metropolitan Educational Cooperative Service Unit (ECSU)
- NW Service Co-op (Thief River Falls)
- Southeast Service Co-op (Rochester)
- South Central Service Co-op (North Mankato)
- Lake County Service Co-op (Fergus Falls)

### **Supporting activities provided in 2014**

#### **Local Jurisdiction**

#### **Activity/Request**

St. Francis Public Schools	Emergency planning presentation, facility assessment, threat assessment and de-escalation classes
Columbia Heights Public Schools	Emergency crisis plan review
Anoka-Hennepin School Dist.	Facility assessment, MnSSC overview and crisis plan review
Waseca Public Schools and Police Dept., Waseca Co. Sheriff's Office	Two day multi-hazard crisis planning workshop, facility assessment and tabletop exercise
Macalester College	Student interview regarding the school-to-prison pipeline and the value of law enforcement and school district partnerships
Houston Public Schools	Facility assessment and crisis plan review
Minnewaska School Dist. and Pope Co. Sheriff's Office	Resources for lockdown drills and procedures
Brainerd Public Schools	Facility assessment, crisis plan review and ongoing support for emergency drill procedures
Moose Lake Public Schools	New construction security design review
NRHEG School Dist. and Steele Co. Sheriff's Office	Facility assessment and crisis plan review
Minneapolis Public Charter Schools	Facility review in cooperation with State Fire Marshal
Albert Lea School Dist.	School safety and threat assessment presentation
Elk River Public Schools, Police Dept. and Fire Dept., and Sherburne Co. Sheriff's Office	Evaluation of a full scale exercise at Elk River elementary school, crisis communication presentation, post-exercise debriefing

**Local Jurisdiction****Activity/Request**

Breckenridge Public Schools and Police Dept., Rothsay Public Schools, and Wilkin Co. Sheriff's Office and Emergency Management	Two day multi-hazard workshop
Long Prairie Public Schools, Todd Co. Sheriff's Office and Emergency Medical Services	Evaluation of full scale exercise at Long Prairie High School, post-exercise debriefing
Verndale Public School and Wadena Co. Sheriff's Office	Review of emergency crisis plan and procedures
Rothsay Public Schools	New construction security design review
Southeast Learner Achievement Collaborative	Classroom management and security safety presentation
Osakis Public Schools and Police Dept., Alexandria Police Dept., Douglas Co. Sheriff's Office	Threat assessment and school violence presentation and facility assessment
Chokio-Alberta Public Schools	Facility assessment and crisis plan review
Hancock Public Schools	Facility assessment and crisis plan review
Morris Public Schools	Facility assessment and crisis plan review
Farmington Middle School	Emergency planning review
Fergus Falls Public Schools	Facility assessment and crisis plan review
JWP Public Schools	Shelter-in-place review and facility assessment
Century College continuing ed.	School response to bomb threat incidents class
Southwest Metro Cooperative	Facility assessment and crisis plan review
Nevis Public Schools	Facility assessment and crisis plan review

**2014 Training Activity Summary**

<b>2014</b>	<b>People Trained</b>	<b>Training Hours</b>	<b>School Districts</b>	<b>Local Jurisdictions Trained</b>
Jan.	55	197	2	2
Feb.	120	202.5	3	79
Mar.	213	614	27	84
Apr.	17	43	1	7
May	79	141	1	57
Jun.	79	1066	33	34
Jul.	159	274.5	122	13
Aug.	178	1668	59	69

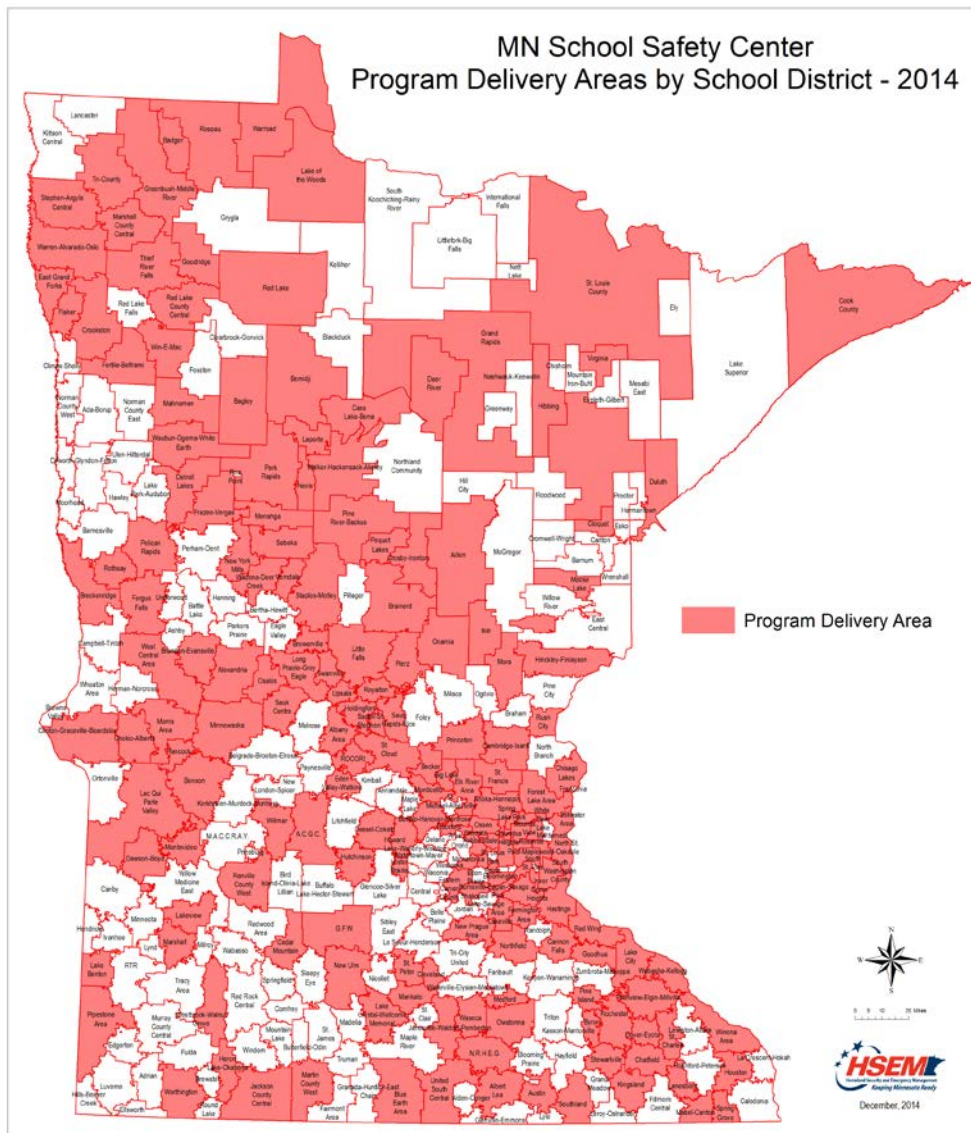
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2014	People Trained	Training Hours	School Districts	Local Jurisdictions Trained
Sep.	22	162	11	2
Oct.	181	1583	71	45
Nov.	135	549	59	29
Dec.	41	124	5	13
<b>Year End Total</b>	<b>1279</b>	<b>6624</b>	<b>*394</b>	<b>*434</b>

\*Some districts and local jurisdictions received training in more than one month.

### Impact Areas

The map below shows the areas of the state where the MnSSC provided services to school districts in 2014. More than 50 percent of the state's districts had contact with the MnSSC.



## **Strategic Plan Development**

### **Vision**

All Minnesota K-12 schools will have a safe school environment.

### **Mission**

The mission of the Minnesota School Safety Center is to serve as a resource to schools, law enforcement, emergency responders and community partners by providing information, guidance, training and technical assistance for all-hazard safety planning. The MnSSC coordinates its prevention, protection, mitigation, response and recovery activities with federal, state and local partners.

### **Operating Principles**

The MnSSC strives to embody the following principles:

- Schools are not unsafe, but they can be made safer when schools, law enforcement, emergency management and communities work together
- Being safe is a key element of learning
- The MnSSC is an essential resource for schools, law enforcement, emergency responders and other partners, offering training and technical assistance as communities prepare to handle any school emergency
- The MnSSC enhances partnerships so school districts, law enforcement agencies and communities can be part of a coordinated response

### **Core Functions**

The MnSSC concentrates on these core functions:

- Forming a state agency school emergency response and recovery team:
  - HSEM (MnSSC director)
  - Bureau of Criminal Apprehension (investigating agent)
  - DPS Office of Communications (public information officer)
  - Fire Marshal Division (school safety inspector)
  - Minnesota Department of Education (school climate, restorative practices, public information officer)
  - Minnesota Department of Health (behavioral health and emergency preparedness representative)
- Developing strategies for determining the school emergency response and recovery team role. Based on the nature of the incident (natural disaster or school violence), the team will provide support to an incident commander or school official, or will respond to the scene during emergencies.



- Developing state-coordinated response plans for state agency representatives
- Guiding school districts in developing and enhancing emergency plans
- Assisting in developing school all hazard safety plans
- Developing and providing pertinent and requested trainings

### **Key Work Activities**

- Developing a state response plan for a large school emergency
- Establishing a state agency school emergency response and recovery team
- Updating the Comprehensive School Safety Guide to include the most current emergency procedures guidance, training and toolkits
- Establishing partnerships with school districts, law enforcement agencies and emergency management officials
- Identifying best practices and lessons learned in school safety
- Collaborating in school emergency plan reviews
- Updating the School Safety Assessment Checklist
- Updating MnSSC training curriculum
- Conducting training needs assessment
- Coordinating required training

### **Key Partners**

- Schools (boards, district administrators, school administrators, school staff)
- Public safety agencies (local, county, state, tribal, federal)
- Associations related to education, law enforcement and community members
- State agencies
  - Minnesota Department of Education
  - Minnesota Department of Health
  - Minnesota Department of Public Safety
    - Division of Homeland Security and Emergency Management
    - Office of Communications
    - State Fire Marshal Division
    - Bureau of Criminal Apprehension
- Federal Agencies
  - U.S. Department of Homeland Security
  - U.S. Department of Education
- Other school safety centers

## **Measureable Program Outcomes**

Assessments to determine the effectiveness of MnSSC outreach and training include tracking the use of staff services, documenting requests and inquiries, tracking numbers and demographics of training participants, and conducting training feedback surveys.

2015 regional training classes will include:

- Multi-hazard emergency planning for schools
- Threat assessment in schools
- Tabletop exercise development
- Active shooter/intruder response
- Bomb threats in schools
- School resource officer course
- Crisis communications
- Advanced school resource officer course
- Facility self-assessment training
- De-escalation strategies for school professionals
- Access and visitor entry procedures
- Classroom safety and security

MnSSC staff will continue to:

- Conduct outreach activities (facility assessments, plan reviews)
- Present safe schools information at professional conferences
- Help design scenarios and evaluate school drills and exercises