



# STAFF REPORT

**Report To:** Board of Supervisors  
CCSD Board of Trustees

**Meeting Date:** January 17, 2019

**Staff Contact:** Ann Cyr, CCSD Risk Manager and Tom Raw, CC Deputy Emergency Manager

**Agenda Title:** For Discussion Only: Informational Update Regarding the Joint Efforts of the Carson City School District and the Carson City Local Emergency Planning Committee (LEPC).

**Agenda Action:** Other/Presentation

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## **Proposed Motion**

No Action - Discussion Only

## **Board's Strategic Goal**

N/A

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The purpose of the Carson City School District Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the District and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident.

The Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

In accordance with NRS 388, the District has ensured that community partners participate on the District's EOP Development Committee. Community partners include the local emergency manager, law enforcement, school resource officers, and safety officials, as well as public and mental health associates. The City has also ensured that the School District participates in the Local Emergency Planning Committee (LEPC) by affording the District voting representation on the LEPC.

These two committees are both integral in developing, maintaining and exercising the Carson City School District Emergency Operations Plan. This presentation will provide an overview of the National Incident Management System, Incident Command System and how these structures support school districts, local, state and federal emergency response agencies in working together when responding to emergencies.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

## NRS Information for 1-17-19 Joint Board Meeting Agenda Item

### Agenda Item #8 – Informational Update Regarding the Joint Efforts of the Carson City School District and the Carson City Local Emergency Planning Committee (LEPC)

#### NRS Chapter 388 RESPONSE TO CRISIS, EMERGENCY OR SUICIDE

**NRS 388.229 Definitions.** As used in [NRS 388.229](#) to [388.266](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 388.231](#) to [388.2359](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NRS by [2001, 1323](#); A [2011, 1074](#); [2015, 199](#); [2017, 2728, 4013](#)) — (Substituted in revision for NRS 392.600)

**NRS 388.231 “Crisis” defined.** “Crisis” means a traumatic and sudden event or emergency condition that:

1. Involves violence;
2. Profoundly and negatively affects or will affect pupils or employees of a public school, or both;
3. Occurs on the property of a public school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties for a public school; and
4. May involve serious injury or death.

(Added to NRS by [2001, 1323](#)) — (Substituted in revision for NRS 392.604)

**NRS 388.232 “Development committee” defined.** “Development committee” means a committee established pursuant to [NRS 388.241](#).

(Added to NRS by [2001, 1323](#)) — (Substituted in revision for NRS 392.608)

**NRS 388.233 “Emergency” defined.** “Emergency” means an occurrence or threatened occurrence for which action is necessary to save lives, protect property or to protect the health and safety of persons, or to avert the threat of damage to property or injury to persons, on the property of a public school, at an activity sponsored by a public school or on a school bus while the bus is engaged in its official duties for a public school.

(Added to NRS by [2011, 1073](#)) — (Substituted in revision for NRS 392.609)

**NRS 388.234 “Local organization for emergency management” defined.** “Local organization for emergency management” has the meaning ascribed to it in [NRS 414.036](#).

(Added to NRS by [2011, 1074](#)) — (Substituted in revision for NRS 392.610)

**NRS 388.2345 “Public safety agency” defined.** “Public safety agency” means:

1. A public fire department, fire protection district or other agency of this State or a political subdivision of this State, the primary functions of which are to control, extinguish and suppress fires;
2. A law enforcement agency as defined in [NRS 277.035](#); or
3. An emergency medical service.

(Added to NRS by [2015, 198](#))

**NRS 388.23457 “Public school” defined. [Effective July 1, 2018.]** “Public school” has the meaning ascribed to it in [NRS 385.007](#).

(Added to NRS by [2017, 4011](#), effective July 1, 2018)

**NRS 388.241 Development committee: Establishment by school districts and charter schools; membership; terms of members. [Effective July 1, 2018.]**

1. The board of trustees of each school district shall establish a development committee to develop one plan to be used by all the public schools other than the charter schools in the school district in responding to a crisis, emergency or suicide. The governing body of each charter school shall establish a development committee to develop a plan to be used by the charter school in responding to a crisis, emergency or suicide.

2. The membership of a development committee must consist of:

- (a) At least one member of the board of trustees or of the governing body that established the committee;
- (b) At least one administrator of a school in the school district or of the charter school;
- (c) At least one licensed teacher of a school in the school district or of the charter school;
- (d) At least one employee of a school in the school district or of the charter school who is not a licensed teacher and who is not responsible for the administration of the school;
- (e) At least one parent or legal guardian of a pupil who is enrolled in a school in the school district or in the charter school;

(f) At least one representative of a local law enforcement agency in the county in which the school district or charter school is located;

(g) At least one school police officer, including, without limitation, a chief of school police of the school district if the school district has school police officers; and

(h) At least one representative of a state or local organization for emergency management.

3. The membership of a development committee may also include any other person whom the board of trustees or the governing body deems appropriate, including, without limitation:

(a) A counselor of a school in the school district or of the charter school;

(b) A psychologist of a school in the school district or of the charter school;

(c) A licensed social worker of a school in the school district or of the charter school;

(d) A pupil in grade 10 or higher of a school in the school district or a pupil in grade 10 or higher of the charter school if a school in the school district or the charter school includes grade 10 or higher; and

(e) An attorney or judge who resides or works in the county in which the school district or charter school is located.

4. The board of trustees of each school district and the governing body of each charter school shall determine the term of each member of the development committee that it establishes. Each development committee may adopt rules for its own management and government.

(Added to NRS by [2001, 1323](#); A [2011, 1074](#); [2017, 4013](#), effective July 1, 2018) — (Substituted in revision for NRS 392.616)

**NRS 388.243 Development committee: Development of plan to be used by schools in responding to crisis, emergency or suicide; submission of plan to board of trustees or governing body of charter school; compliance with plan required. [Effective July 1, 2018.]**

1. Each development committee established by the board of trustees of a school district shall develop one plan to be used by all the public schools other than the charter schools in the school district in responding to a crisis, emergency or suicide. Each development committee established by the governing body of a charter school shall develop a plan to be used by the charter school in responding to a crisis, emergency or suicide. Each development committee shall, when developing the plan:

(a) Consult with local social service agencies and local public safety agencies in the county in which its school district or charter school is located.

(b) If the school district has an emergency manager designated pursuant to [NRS 388.262](#), consult with the emergency manager.

(c) If the school district has school resource officers, consult with the school resource officer or a person designated by him or her.

(d) If the school district has school police officers, consult with the chief of school police of the school district or a person designated by him or her.

(e) Consult with the director of the local organization for emergency management or, if there is no local organization for emergency management, with the Chief of the Division of Emergency Management of the Department of Public Safety or his or her designee.

(f) Determine which persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that could be made available to assist pupils and staff in recovering from a crisis, emergency or suicide.

2. The plan developed pursuant to subsection 1 must include, without limitation:

(a) The plans, procedures and information included in the model plan developed by the Department pursuant to [NRS 388.253](#);

(b) A procedure for responding to a crisis or an emergency and for responding during the period after a crisis or an emergency has concluded, including, without limitation, a crisis or an emergency that results in immediate physical harm to a pupil or employee of a school in the school district or the charter school;

(c) A procedure for enforcing discipline within a school in the school district or the charter school and for obtaining and maintaining a safe and orderly environment during a crisis or an emergency;

(d) The names of persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that are available to provide counseling and other services to pupils and staff of the school to assist them in recovering from a crisis, emergency or suicide; and

(e) A plan for making the persons and organizations described in paragraph (d) available to pupils and staff after a crisis, emergency or suicide.

3. Each development committee shall provide a copy of the plan that it develops pursuant to this section to the board of trustees of the school district that established the committee or the governing body of the charter school that established the committee.

4. Except as otherwise provided in [NRS 388.249](#) and [388.251](#), each public school must comply with the plan developed for it pursuant to this section.

(Added to NRS by [2001, 1324](#); A [2011, 1075](#); [2015, 199](#); [2017, 2729, 4014](#), effective July 1, 2018) — (Substituted in revision for NRS 392.620)

**NRS 388.245 Annual review and update of plan; maintenance, posting and distribution of plan; annual training for school employees in responding to crisis or emergency; acceptance of gifts and grants.**

1. Each development committee shall, at least once each year, review and update as appropriate the plan that it developed pursuant to [NRS 388.243](#). In reviewing and updating the plan, the development committee shall consult with the director of the local organization for emergency management or, if there is no local organization for emergency management, with the Chief of the Division of Emergency Management of the Department of Public Safety or his or her designee.

2. Each development committee shall provide an updated copy of the plan to the board of trustees of the school district that established the committee or the governing body of the charter school that established the committee.

3. The board of trustees of each school district and the governing body of each charter school shall:

(a) Post a notice of the completion of each review and update that its development committee performs pursuant to subsection 1 at each school in its school district or at its charter school;

(b) File with the Department a copy of the notice provided pursuant to paragraph (a);

(c) Post a copy of [NRS 388.229](#) to [388.266](#), inclusive, at each school in its school district or at its charter school;

(d) Retain a copy of each plan developed pursuant to [NRS 388.243](#), each plan updated pursuant to subsection 1 and each deviation approved pursuant to [NRS 388.251](#);

(e) Provide a copy of each plan developed pursuant to [NRS 388.243](#) and each plan updated pursuant to subsection 1 to:

(1) Each local public safety agency in the county in which the school district or charter school is located;

(2) The Division of Emergency Management of the Department of Public Safety; and

(3) The local organization for emergency management, if any;

(f) Upon request, provide a copy of each plan developed pursuant to [NRS 388.243](#) and each plan updated pursuant to subsection 1 to a local agency that is included in the plan and to an employee of a school who is included in the plan;

(g) Provide a copy of each deviation approved pursuant to [NRS 388.251](#) as soon as practicable to:

(1) The Department;

(2) A local public safety agency in the county in which the school district or charter school is located;

(3) The Division of Emergency Management of the Department of Public Safety;

(4) The local organization for emergency management, if any;

(5) A local agency that is included in the plan; and

(6) An employee of a school who is included in the plan; and

(h) At least once each year, provide training in responding to a crisis and training in responding to an emergency to each employee of the school district or of the charter school, including, without limitation, training concerning drills for evacuating and securing schools.

4. The board of trustees of each school district and the governing body of each charter school may apply for and accept gifts, grants and contributions from any public or private source to carry out the provisions of [NRS 388.229](#) to [388.266](#), inclusive.

(Added to NRS by [2001, 1325](#); A [2011, 1075](#); [2015, 200](#); [2017, 2729, 4015](#)) — (Substituted in revision for NRS 392.624)