Emergency Preparedness and Recovery
2021

Agenda

- Emergency Preparedness and Recovery Overview
- Designating an Emergency Preparedness and Recovery Point of Contact
- Completing the Dashboard
- Maintaining the Dashboard
- Pulling Reports
- Emergency Preparedness and Recovery Quarterly Touchpoints
- GSEM Grant
- Additional Information

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Emergency Preparedness and Recovery Overview

Overview

Louisiana schools are responsible for the safety and care of students during emergency situations such as natural disasters or other potential hazards. The Emergency Preparedness and Recovery Dashboard is being created to collect information that will enable LDOE to support LEAs with emergency management in Louisiana schools.

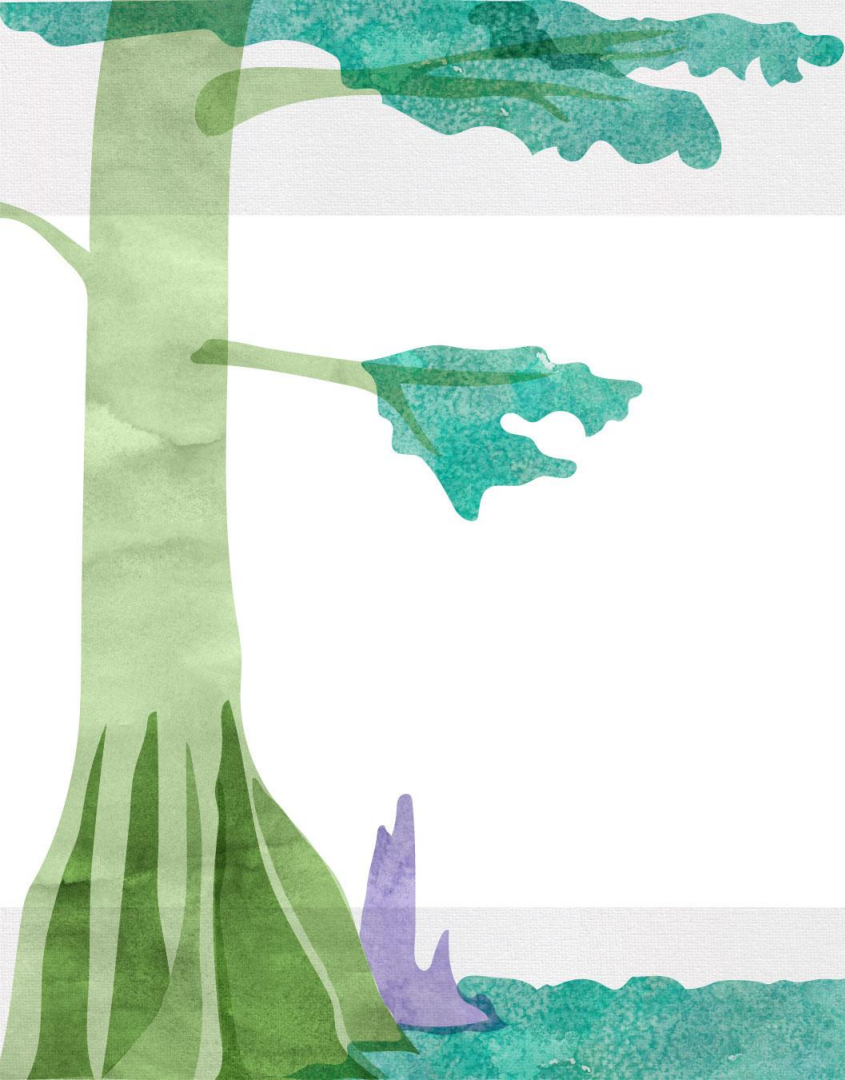# Designating an Emergency Preparedness and Recovery Point of Contact
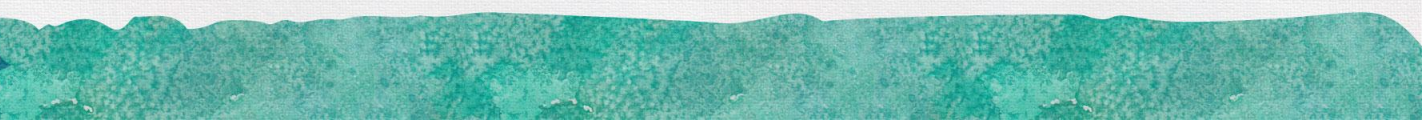
The Importance of a Point of Contact

All LEAs are encouraged to designate and Emergency Preparedness and Recovery Point of Contact via the Department's contact form. This person will be responsible for entering and maintaining emergency preparedness and recovery information for their LEA.

In the event of an impending emergency, LDOE will contact the designated Emergency Preparedness and Recovery Point of Contact to remind them to complete and maintain the Emergency Preparedness and Recovery Dashboard throughout the emergency event.

During the recovery phase, LDOE will use the information added to the dashboard to support LEAs as needed.
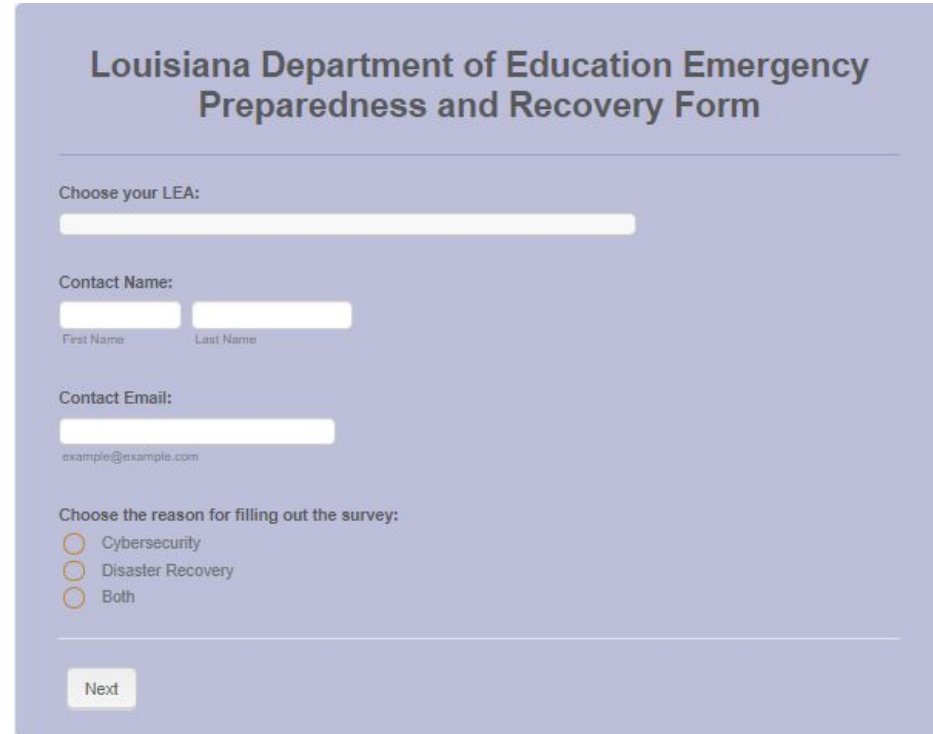
Completing the Dashboard

Steps to Populate the Dashboard

The Emergency Preparedness and Recovery Dashboard will be populated through a Jotform:
https://form.jotform.com/LDOE/emergencypreparedness

This form will collect information around cybersecurity issues, as well as disaster recovery. Emergency Preparedness and Recovery points of contact will be asked to provide specific information based on the event.

Louisiana Department of Education Emergency Preparedness and Recovery Form

Choose your LEA:

Contact Name:

First Name   Last Name

Contact Email:

example@example.com

Choose the reason for filling out the survey:
○ Cybersecurity
○ Disaster Recovery
○ Both

Next

Cybersecurity Event

The Louisiana Department of Education, in partnership with the Division of Administration Office of Technology Services, coordinates cybersecurity efforts, including forensics, mitigation, and support to school systems who have experienced a cybersecurity incident or threat.

In the event of an actual attack on either the school system's network, data/software, or telecommunication systems, please provide the information included on this slide.

- **Site Status:**
  - Date:
  - Impact (multi-select): (District-wide, Administrative Offices, Data Center, School-Sites)
  - If less than District-wide, how many sites are affected:
  - Status: (Closed; Closed for in-person instruction, Open with no access to Internet/Network/Software resources, Open with limited Internet/Network/Software resources)
  - Systems Compromised (e.g. telecommunication, network, Email, SIS, Financial):
  - Type of event: (e.g. malware attack such as ransomware, web site defacement, Denial-of-Service DoS attack, etc..)
  - Estimated Down Time:
- **Persons Impacted**
  - Number of Employees Impacted:
  - Number of Students Impacted:
  - Notes:
- **School I.T. Point of Contact:**
  - Name:
  - Title:
  - Phone Number:
  - Email:

Cybersecurity

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Site Status:

Date:

| mm-dd-yyyy |
Date

Impact (select all that apply):
- ◯ District-wide
- ◯ Administrative Offices
- ◯ Data Center
- ◯ School Sites

If impact is less than District-wide, how many sites are affected:

| ex: 23 |

Status
- ◯ Closed
- ◯ Closed for in-person instruction
- ◯ Open with no access to Internet/Network/Software resources
- ◯ Open with limited Internet/Network/Software resources
- ◯ Utilizing Remote Learning

Systems Compromised (select all that apply):
- ◯ Telecommunication
- ◯ Network
- ◯ Email
- ◯ SIS
- ◯ Financial
- ◯ | Other |

Type of event (select all that apply):
- ◯ Malware attack such as ransomware
- ◯ Web site defacement
- ◯ Denial-of-Service DOS attack
- ◯ | Other |

Estimated Down Time:

| |

Persons Impacted:

Number of Employees Impacted:

| ex: 23 |

Number of Students Impacted:

| ex: 23 |

Notes:

| Type here... |

School I.T. Point of Contact:

Name:

| | | |
First Name   Last Name

Title:

| |

Phone Number

| | - | |
Area Code   Phone Number

Email

| |
example@example.com

Back   Next

Disaster Recovery

Disaster Type/Name (for organizational purposes):

- Site Status
  - Date:
  - Status: (Closed; Closed for in-person instruction, utilizing remote learning; Open)
  - Additional notes:
- Persons Impacted
  - Number of Employees Impacted:
  - Number of Students Impacted:
- Notes:

Disaster Recovery

Disaster Type:

[   ]

| Winter Storm |
| Hurricane |
| Flood |
| Pandemic |

Site Status:

Date

[mm-dd-yyyy] 📅

Date

Status
- ○ Closed
- ○ Closed for in-person instruction
- ○ Utilizing Remote Learning
- ○ Open

Notes:

Type here…

Persons Impacted:

Number of Employees Impacted:

ex: 23

Number of Students Impacted:

ex: 23

Notes:

Type here…

Disaster Recovery

Transportation Allocations

The Louisiana Department of Education and the Department of Transportation and Development have an interagency agreement to secure the use of available school buses in-school and out-of-school in the event of an emergency evacuation.

In the event of a disaster, provide the number of school buses and/or other transportation resources that were allocated for local and state emergency operations and the total estimated costs.

- Number of School Buses:

- Total Estimated Cost:

Transportation Allocations:

The Louisiana Department of Education and the Department of Transportation and Development have an interagency agreement to secure the use of available school buses in-school and out-of-school in the event of an emergency evacuation.

In the event of a disaster, provide the number of school buses and/or other transportation resources that were allocated for local and state emergency operations and the total estimated costs.

Number of School Buses:

ex: 23

Total Estimated Cost:

Disaster Recovery

Damage Assessment

In the event of a disaster, provide the total estimated costs of damages to structures, school buses, and/or other transportation resources.

- Structure Damage: No damage, minimal damage, severe damage, assessing damage
    - Total Estimated Cost:
    - Notes:
- Transportation (Bus) Damage: No damage, minimal damage, severe damage, assessing damage
    - Total Estimated Cost:
    - Notes:

Damage Assessment:

In the event of a disaster, provide the total estimated costs of damages to structures, school buses, and/or other transportation resources.

Structure Damage:
- ○ No damage
- ○ Minimal damage
- ○ Severe damage
- ○ Assessing damage

Total Estimated Cost:

[   ]

Notes:

Type here...

Transportation (Bus) Damage:
- ○ No damage
- ○ Minimal damage
- ○ Severe damage
- ○ Assessing damage

Total Estimated Cost:

[   ]

Notes:

Type here...

Disaster Recovery

Shelter Feeding Support

The LDOE provides support to the Louisiana WorkForce Commission (LWC) in fulfilling the LWCs' contract feeding for emergency shelters. LWC notifies the LDOE of shelters opening that need "pantry" items and LDOE maintains a listing of staff around the state who can secure items needed and deliver to shelters upon initial opening.

LWC reports all information about shelter residents, including meals provided.

- Do you have a plan to operate feeding sites when schools are closed due to an emergency? (Yes, No, In progress)

Shelter Feeding Support:

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Do you have a plan to operate feeding sites when schools are closed due to an emergency?
- ○ Yes
- ○ No
- ○ In Progress

Disaster Recovery

Funding Support (Can submit up to five)

Have you applied for local, state, or federal grants to aid your disaster recovery efforts? (Yes, in progress; Yes, completed; No, but intend to; No, do not intend to; No, I'm interested, but don't know what's available)

- *If you selected yes, please respond to the following:*
    - How many grant programs have you applied to (or plan to?)? (then break out for info for each based on number selected)

Grant 1
- What is the name of the grant/funding assistance program? (fill in)

- Is this a local, state, or federal program? (drop down)

- How will the funding be used to support emergency preparedness and/ or disaster recovery?

- How much funding are you requesting?

Would you like LDOE to support with funding assistance? (Yes, No)

- If yes, please provide the following information so an LDOE representative can contact you to support:
    - Name:
    - Title:
    - Phone Number:
    - Email:

Funding Assistance:

Please complete the following funding information.

Have you applied for local, state, or federal grants to aid your disaster recovery efforts?

- ◉ Yes, in progress
- ○ Yes, completed
- ○ No, but intend to
- ○ No, do not intend to
- ○ No, I'm interested, but don't know what's available

How many grants have you applied for?

[   ]

Would you like LDOE to support with funding assistance?

- ◉ Yes
- ○ No

Please provide the following information so an LDOE representative can contact you to support:

Name

[   ] [   ]
First Name   Last Name

Title

[   ]

Phone Number

[   ] - [   ]
Area Code   Phone Number

Email

[   ]
example@example.com

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Maintaining the Dashboard

Continue to Update

As emergency situations arise, LDOE will contact all Emergency Preparedness and Recovery Points of Contact and ask that you complete the form according to the situation.

It is imperative that LDOE maintains an up-to-date dashboard to meet the specific needs of our LEAs.

Pulling Reports

Dashboard Reports

Once the dashboard is functional, LEAs will be able to pull reports in multiple formats. These reports can be used to support you in your recovery efforts.

Additional information and instructions on how to pull reports will be provided once the dashboard is complete.

Emergency Preparedness and Recovery Quarterly Touchpoints

Stay Informed

To ensure all LEAs are supported throughout hurricane season and for any declared emergencies, LDOE will host quarterly touchpoints for Emergency Preparedness and Recovery points of contact.

LDOE will schedule additional meeting as needs arise.

Grants to States for the School Emergency Management (GSEM)

GSEM

The U.S. Department of Education has awarded Grants to States for the School Emergency Management (GSEM) program funds to the Louisiana Department of Education in partnership with LSU's National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education (LSU NCBRT/ACE).

The program goal is to provide training and technical assistance to LEAs for the development and implementation of high-quality school Emergency Operations Plans (EOPs).

Louisiana mandates that all elementary and secondary public schools prepare, maintain, and exercise a crisis management and response plan to help ensure every student, teacher, and school employee is in a safe and secure facility and prepared to respond in the event of an emergency or disaster incident.

Visit LSU's GSEM webpage to learn more.

GSEM

Training

A catalog of courses is available to LEAs and schools by request through the GSEM program. Courses are available virtually or in person at no cost to school systems throughout the state. Training requests may be sent to schoolsafety@ncbrt.lsu.edu.
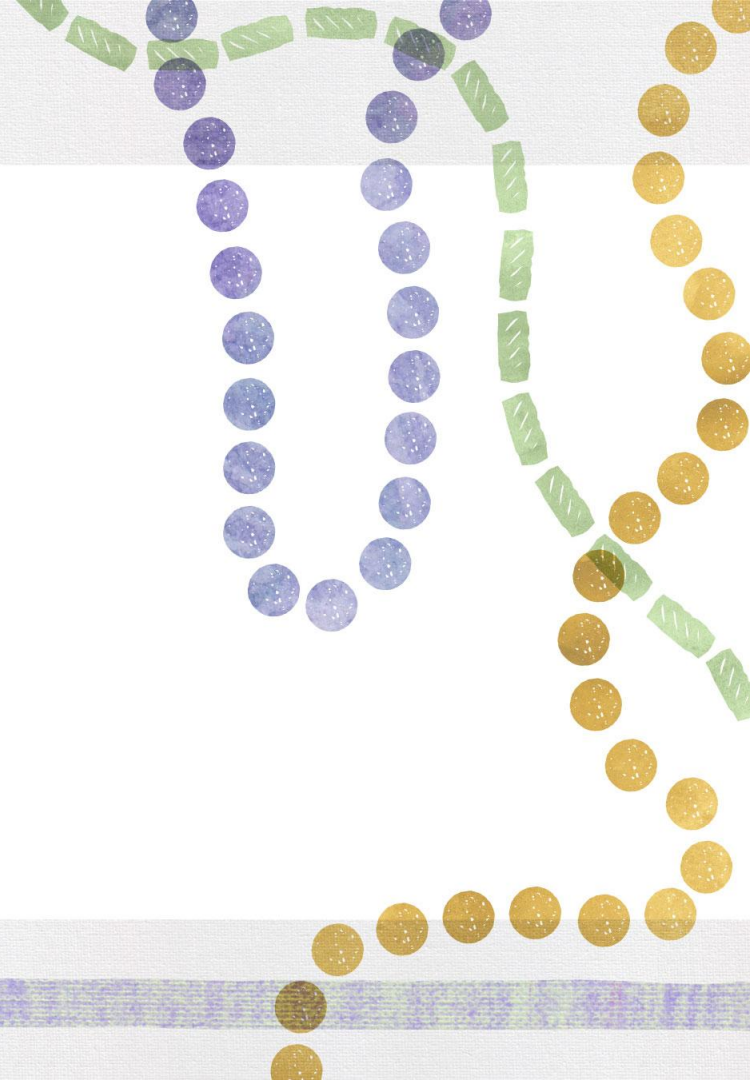
Technical Assistance

School crisis teams are invited to participate in a number to technical assistance supports to address emergency planning and preparedness hurdles. GSEM technical assistance offerings include Virtual Office Hours, Topic-Specific Seminars, and EOP evaluations. A toolkit of emergency planning resources is also available.

GSEM

Upcoming Events

- June 9 from 1-2 p.m.: **EOP Seminar Series — Partners in Resilience: A Whole Community Approach to the 5 Mission Areas**

- June 14 from 10-11 a.m.: **EOP Virtual Office Hours**

- June 16 from 8 a.m. to 12 p.m.: **Developing and Enhancing School EOPs Virtual Training**

- June 23 from 10 to 11 a.m.: **EOP Seminar Series — Understanding your Risk: Safety and Security Assessments for Schools**

- June 24 from 8 a.m. to 12 p.m. **Developing and Enhancing School EOPs Virtual Training**

Additional Information

Helpful Resources

Louisiana Emergency Preparedness Guide (GOHSEP)

Guide for Developing High-Quality School Emergency Operations Plans (FEMA)

Louisiana Student Transportation Operational Procedures

- The Louisiana Department of Education and the Department of Transportation and Development have an interagency agreement to secure the use of available school buses in-school and out-of-school in the event of an emergency evacuation.

Pandemic Relief Guidance and Resources

Emergency Preparedness and Recovery Websites

- LDOE's Emergency Preparedness and Recovery Webpage

- GOHSEP

- National Center for Disaster Preparedness

- National Weather Service

- REMS TA Center

Questions

Please contact LDOEcommunications@la.gov with questions.

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