



why K-12 School Emergency Preparedness Conference preparED®?

PREPARE FOR A DIFFERENT EXPERIENCE

preparED® brings to life what it takes for schools and districts to respond to an emergency affecting your school, district or community.

Come prepared to **tackle an emergency and flex your decision-making skills**, and leave with the knowledge, skills and mind-set needed to respond effectively to an emergency affecting your school and district.

The Format

preparED® combines contextualized presentations with active, experiential learning. This approach provides learners with new knowledge and engages them in a simulated real-life experience that is relevant to their work in a K-12 environment.

- ➔ Over two days, participants work through a functional emergency exercise, allowing them the opportunity to practice their skills against a simulated event.
- ➔ The event is divided into blocks. Each block begins with an instructor-led presentation, after which your emergency team responds (through role-play) to the ever-changing circumstances of an emergency that has struck the school district and is causing mayhem for the schools. (*We'll assign you to a team.*)
- ➔ The scenario exercises both school-level and district-level responsibilities and needed response. (Every year is a different scenario.)

Why is preparED® so effective?

- ➔ **preparED®** recognizes the skills and experiences each participant brings to the event, and places those participants in a role within an emergency exercise that will benefit them when they return to their school or district.
- ➔ **preparED®** is highly interactive, focusing on the learner not the lecturer.
- ➔ **preparED®** uses a distinctive small-group format with lots of expert coaching, rather than orator-style sessions with limited Q&A interaction.
- ➔ **preparED®** is a training event carefully crafted by experts and aligns to emergency preparedness legislation, industry standards and best practices for schools, as opposed to sessions selected from general "calls for proposals."

The Schedule

WEDNESDAY, NOVEMBER 2 - Pre-Conference Certificated Workshops			
8:30 - 12:00 Noon	ICS 100 Certificated Course		ICS 200 Certificated Course
12:00 - 1:00	Hearty Lunch Break		
1:00 - 4:00	HZ Fundamentals	Risk And Crisis Communications	ICS 200 Certificated Course Continued
preparED®			
Wed Nov 2 7:30 - 9:30 pm	preparED® Event Opener Meet, Mingle and Find your Teammates - Hosted Wine and Cheese		
	THURSDAY NOVEMBER 3	FRIDAY NOVEMBER 4	
7:30 - 8:30	Registration Desk Open		
7:30 - 8:30	Breakfast Buffet		
8:30 - 12:00	preparED® sessions and activities	preparED® sessions and activities	
12:00 - 1:00	Hearty Lunch Break		
1:00 - 4:00	preparED® sessions and activities		preparED® sessions and activities
1:00 - 3:30			
6:30	Dinner (Banff Town site) - included		
BREAKS			
Approx. Times	Break times each day will be occur at a time that least disrupts activities.		
10:15/2:30	Energy Refuel/Message Check Break		

Location	Attendee Accommodations
<p>preparED® Activities /Meals</p> <p>Banff Rocky Mountain Resort 1029 Banff Avenue, Banff, AB</p>	<p>preparED® Accommodations available at</p> <ul style="list-style-type: none"> ❶ Banff Rocky Mountain Resort ❷ Banff Caribou Lodge and Spa <p>Attendees make their own reservations Call 1-800-563-8764 Ref: Hour Zero #1604140 Via the web www.bestofbanff.com Promo Code: hourzero16 Rate - \$109 / night plus taxes</p>

**CLICK HERE TO
REGISTER NOW**

"I found this training invaluable. Very well designed – peppered with theory and practical suggestions with an overlay of experience. Well-worth the time."

- 2015 Conference Attendee

The Program

Block 0	Introduction, Housekeeping and Setting the Scenario
Block 1	Emergency Management Cycles — Protocols
	How you and your team respond at the onset of an emergency will greatly affect the outcome. Explore key items within each emergency management phase that districts need to incorporate into their plans, along with a review and/or update to emergency protocols for schools.
Disaster has struck!	Organized into teams, participants tackle responding to the situation – at both the district and/or school level. On-going activities throughout the exercise include: <ul style="list-style-type: none"> • Activation Processes • Incident Action Planning • Team/Role Assignments • Operational Tactics • Incident Briefings • Documentation Processes • Resource Management • Status Board Maintenance • Communications Tactics, including on-camera interviews, live social media postings, media briefings
Block 2	Activating Your Plan — District (EOC) VS School (Site) Activities
	Whether an emergency is isolated to a single school or affects several sites in your district, it will take coordination and collaboration to respond effectively to the incident. Explore the differences between the tasks managed at the incident site (Incident Command Post) and those handled by your Emergency Operations Center (EOC), and become familiar with the forms, tools, and processes used to manage the incident.
Disaster Update	New information is revealed, with additional challenges. Team must respond.
Block 3	Who Does What — Understanding Your Role
	An emergency can take schools and districts well outside their normal operations. That means staff have to change hats quickly and be ready to act. Examine each Incident Command System role (focus on EOC responsibilities) in greater depth to gain a solid understanding of the responsibilities of each role, along with the tasks normally assigned to the position.
Disaster Update	New information is revealed, with additional challenges. Team must respond.

Block 4	Collaborating with Responders, Community Agencies and Neighbors
	Partnerships are important to schools, and this importance is heightened during an emergency. Working with first responders, community agencies and neighboring schools/districts is a critical component of school emergency plans. But what does that mean? Learn what to expect (and not expect) from your partners and interpret the implications for your emergency plan.
Disaster Update	New information is revealed, with additional challenges. Team must respond.
Block 5	Dealing with the Masses — Multiple Casualties, Mass Evacuations, Student Release, Structural Failure
	Emergency management means dealing with the masses, which can involve site-level protocols, evacuations, relocations, search and rescue, triage or student release. It boils down to doing the most good for the greatest number of people. Learn how to execute procedures that impact entire school populations, including search and rescue, mass triage, and student release protocols.
Disaster Update	New information is revealed, with additional challenges. Team must respond.
Block 6	Critical Communications - Connecting with Internal & External Stakeholders
	Over the course of the two days, teams are challenged to create and implement communications tactics that keep their stakeholders safe and informed. Participants create messages, use social media tools, are interviewed by media (on and off camera) and address a barrage of questions from board members, parents and the community. Tactics used by the teams will be reviewed, followed with suggestions on how to strengthen communications to address emergency events. Examples examine the social media posts, interviews, parent notification messages, etc., created by the teams during preparED .
Block 7	After the “Event” – Demobilization
	As the saying goes: it’s never over till it’s over. Closing the books on an emergency requires some effort to ensure all the tasks are completed and details have been documented. Check out what it actually means to “check out” of an incident before departing for home.
Real-life Lessons	The Fort McMurray Experience – by staff from Fort McMurray Public Schools

“The event was very well organized and thorough. Trainers very professional and knowledgeable There is a lot of thought that goes into this event.”

- 2015 Conference Attendee

Pre-Conference Workshops	
WEDNESDAY, NOVEMBER 2, 2016	
Pre-Conference	ICS 100 Certificated Course
8:30 am - Noon	<p>This course is an internationally certificated course and requires attendees to take and pass an exam to obtain certification.</p> <ul style="list-style-type: none"> • The course has been adapted to reflect the specific needs of K-12 schools, while still meeting certification requirements. • Registration includes course materials, lunch and break refreshments.
Pre-Conference	HZ Online Fundamentals Workshop
1:00 - 3:45 pm	<p>The session teaches you the ins and outs of HZ Online, providing you with hands-on learning for one of the best school emergency management programs available today.</p> <p>Focus is on the Hour-Zero web application (HZ Online) and the key functionality required to manage your emergency response plan. The session covers Site Admin functions, District Admin responsibilities and new functionality recently been added to HZ Online.</p> <p>Attendees who are current HZ Online users will be able to work directly on their plans, while non-users will participate using a demo site on HZ Online.</p> <ul style="list-style-type: none"> • Be sure to bring your laptop. • Registration includes course materials, lunch and break refreshments.
Pre-Conference	Crisis Communications Workshop
1:00 - 4:15 pm	<p>Communication is the #1 failing point in emergencies. Learn the what's and how's needed for a plan that will enable you to communicate with your stakeholders when you need it most. Time is allotted to help you work on components of your plan. Bring your plan with you, if you have one.</p> <ul style="list-style-type: none"> • Registration includes course materials, lunch and break refreshments. • Registration is limited due to nature of course content.
Pre-Conference	ICS 200 Certificated Course (dependent on sufficient registration)
8:30 am – 4:15 pm	<p>This course is an internationally certificated course and requires attendees to take and pass an exam to obtain certification.</p> <p>ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS 200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.</p> <ul style="list-style-type: none"> • The course has been adapted to reflect the specific needs of K-12 schools, while still meeting certification requirements. • Registration includes course materials, lunch and break refreshments.

[CLICK HERE TO REGISTER NOW](#)