



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
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**Job Title:** Director of Emergency Preparedness

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Emergency Preparedness is the District leader and expert in safety, security, and emergency management for school sites and central office. The Director of Emergency Management coordinates emergency management programs and activities associated with preparation for, response to, and recovery from natural or manmade disasters or emergencies. This individual is the face of USD 469 safety movement who is responsible for the coordination, development, and promotion of safety, security, and emergency preparedness operations, with a key focus on putting our students, faculty, staff, and the public we serve at the center of all our policies, procedures, and best practices.

**Qualifications:**

- Bachelor's Degree or minimum five years demonstrated progressive success in business, operations management, or related field.
- Must maintain current training and knowledge of multi-hazard emergency response and preparedness for schools.
- Minimum three years successful experience working with spreadsheets, word processing software, and computer mainframe processes.

**Duties and Requirements:**

- Meet with the Superintendent yearly for an annual evaluation.
- Prepare monthly Director of Emergency Preparedness Report for BOE to be shared via Board Docs during each regular board meeting.

*Emergency Preparedness*

- Attend Conferences to enhance education and awareness of EPC.
- Facilitate annual Nurses meeting; review / update medical protocols.
- Facilitate the annual Crisis Intervention Team Meeting (Mental Health Professionals) in coordination with the School Psychologist, building counselors/social workers, and the SRO; conduct Suicide Prevention Planning/Training and **Threat Assessment** Evaluation.
- Conduct quarterly safety and security meetings.
- Meet with school crisis management / emergency planning teams.
- Coordinate with Lansing Police Department, Fire Department and City of Lansing, and Leavenworth County Emergency Manager regarding planning and emergency management.
- The face of USD 469 Safety Movement - Conduct assessment, training, and procurement.
- Develop Safety, Security, and Emergency Planning committee. Run quarterly meetings.
- Complete continuing education courses on Emergency Planning and Awareness
- Manage GETS phone cards
- Manage FCC radio Licenses
- UHF radio communications lifecycle management and repairs

- Conduct and evaluate emergency drills in all buildings. Revise procedures as necessary based on outcomes of drills and keep records
- Update emergency protocols according to staffing changes, continually educate on staff responsibility in an emergency situation
- Conduct ALICE, Standard Response Protocol (SRP), District reunification procedures - Standard Reunification Method training for District personnel
- Update and maintain the Emergency Binder contents and provide them to the Schools
- Update and maintain Crisis Bags contents and supplies
- Coordinate to receive updated Building Level Emergency Operations Plans annually; Confirm that each building has updated their plan; keep electronic copies on file
- Update campus safety maps for new school year annually and send to Lansing Police Department, Leavenworth Fire District 1, Leavenworth County Sheriff, and Leavenworth County Emergency Management.
- As delegated by the Superintendent and the Board of Education the EPC is responsible for the overall development and completion of the **District Emergency Operations Plan (EOP)**; annual reviews and updates; and distribution to Lansing Police Department, Lansing Fire Department, Leavenworth County Health Department, Leavenworth County Emergency Management, and Department of Homeland Security
- Develop Tornado Kits for buildings
- Incident Command System training and implementation
- Develop quick reference sheets for emergency purposes
- Coordinate with school nurses to ensure that they have the equipment they need to handle a MEDICAL emergency.

#### *Safety*

- Develop and maintain the **District Safety Plan** and policies (employee safety)
- Obtain / Maintain First Aid, CPR, AED Instructor certification
- Responsible for the AED lifecycle management and supplies
- Manage First Aid / AED / CPR certification program for district personnel
- Assist District transportation with safety planning and procedures - tornados, bus accidents, evacuation, etc.
- Ensure that life safety equipment is maintained according to state fire marshal requirements - maintain familiarity with fire alarm systems and equipment. (AED's, Boiler certificates, fire extinguisher certificates, fire door locations, etc. and Simplex alarm company)
- Conduct regular playground safety checks - work with district maintenance to repair deficiencies
- District maintenance - district logbooks must be maintained for state fire marshal, assist to ensure continued use of log books and know logbook location (one per building)
- Schedule and assist with state fire marshal inspection. Write plans of correction as necessary to submit to state.
- Coordinate with Kansas Department of Labor (KDOL), Kansas Department of Education (KDOE), Kansas Department of Transportation (KDOT) and other state agencies for regular inspections and assistance with resources
- Obtain and maintain MANDT training / certification
- Provide input to Employee harassment (sexual, physical, emotional) protocols
- Carbon Monoxide detector installation and management program
- Conduct Annual Safety Inspections

#### *Security*

- Develop and maintain the **District Security Plan** and policies
- Maintain ALICE certification
- Facilitate Violent intruder /active shooter training
- Maintain annual chemical inventory list from science teachers.
- Develop and maintain District physical security; coordinate with building administrators, and other departments
  - Locks – electronic and keyed (mixture)
  - Cameras – in coordination with IT and Maintenance Departments
  - Intrusion Detection Systems – Security alarms
  - Access Control
- 1. Coordinate with HR personnel for badging and background checks
- Coordinate with SRO
- Conduct annual security assessments
- Manage Panic / Duress button

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.