



HOSTING AN EMERGENCY MANAGEMENT SYMPOSIUM

ANTHONY POLLARD

BALDWIN COUNTY BOARD OF EDUCATION



OBSTACLES

- **Location, Location, Location**
- **Getting Department on Board**
- **Working with EMA (Department of Homeland Security)**
- **Contacting Vendors, Businesses, and Donors**
- **Scheduling**

MEETINGS ARE KEY TO SUCCESS

- Have an initial meeting with EMA
 - EMA will acquire necessary police and fire department assistance
- Determine what type of training is needed
 - Active Shooter
 - Flipped Bus
- Establish a timeline to prepare
 - Plan early to be prepared

ROLE OF TRANSPORTATION DEPARTMENT

- Assign roles:
 - Secretaries calling businesses (chambers are big help)
 - Route specialist calling businesses
 - Mechanics preparing equipment:
 - Bus seats on platforms
 - Stairs for back of bus evacuations
 - Department Trainers:
 - Prepare roles and practice teaching peers

SUPERVISORS ROLE

- Prepare letters and invitations:
 - Businesses, Vendors, Guest List, and VIP's
 - Contact News Organizations
 - Acquire donations
- Work with EMA to establish a working relationship of trust
 - Hold at least 4-5 meetings
 - 1st meeting to establish type of training timeline Sept-Oct
 - 2nd meeting introduce all those involved from EMA Nov-Jan
 - 3rd meeting department begins prep & practice Jan-Feb
 - 4th meeting all parties meet to establish SOP March-April
 - 5th meeting **Do walk-throughs, practice, practice**
 - **BIG SHOW**

DRIVER SYMPOSIUM 2015 BCBE BUS DRIVER EXERCISE

TRANSPORTATION COORDINATOR: MIKE VIVAR

EXECUTIVE DIRECTOR: SCOTT WALLACE BCEMA

TRANSPORTATION SUPERVISOR: TONY POLLARD

NORTH SHOP FOREMAN: GLENN BROWN

SOUTH SHOP FOREMAN: TONY GAUCI

SAFETY: ANTHONY SAMPSON / DENITA HILL

A wooden floor texture with vertical planks, appearing at the bottom of the slide.



Assumptions & Artificialities

The scenario is plausible, and events occur as they are presented.

There is no hidden agenda, and there are no trick questions.

All players receive information at the same time.



Exercise Guidelines

- This Functional Exercise (FE) will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond on the basis of your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response and preparedness efforts. Problem-solving efforts should be the focus.

Cell Phone Usage

- Cell Phone use is prohibited during the tactical training phase! No Exceptions!



TRAINERS

- Hope Zeanah Student Management
- Peggy Lassiter Basic First Aid
- FBI George Glaser/ Active Shooter
- Foley PD Chief Thurston Bullock Active Shooter
- Mo & Joe State Specifications
- Brandon, Brad, & John Evacuation Blanket
- Ron & Greg Wheelchair Procedures

EXERCISE IDENTIFICATION

- Exercise Director: **Yellow**
- Controllers: **BLUE**
- Evaluators: **GREEN**
- Safety: **ORANGE**
- Trainers: **WHITE**
- Observers/VIP: Badge
- Media Personnel: Badge

CONTROLLERS

**WILL DIRECT GROUPS, BE TIME KEEPERS, AND
IDENTIFY SAFETY CONCERNS**

- **Group A Warren Mosley**
- **Group B Chis Santa Cruz**
- **Group C Ronnie Young**

EVALUATORS

**WILL MONITOR DRIVER PARTICIPATION AND
EXERCISE EFFECTIVENESS**

- **Jacob Fields**

- Will Evaluate Outside 8:00-9:30
- Will Evaluate Inside 9:30-11:00
- After Actions Review

- **Bernard Floyd**

- Will Evaluate Inside 8:00-9:30
- Will Evaluate Outside 9:30-11:00
- After Actions Review

Active Shooter
Bleacher Seating

VIP/Trainers

Active Shooter

B
U
S

Theater Screen

Bus Border

V
E
N
D
O
R
S

Whole Group/ Bus
Management

R
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g
i
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t
r
a
t
i
o
n

Maintenance

Wheelchair
Procedures

Emergency Blanket

Whole Group/ First Aid

EVALUATION

- Those participating in training will be scored
 - Go or No Go for each objective.
 - Evaluators will be given evaluation sheets for each participant.
- Evaluators will complete BCBE Bus Driver FE Evaluation Guide.
 - Strength or Needs Improvement
 - Analysis
 - Recommendation

DRIVER SYMPOSIUM

- 7:45-8:00: Introduction
- 8:00-9:00: Breakout Session I: A B C
- 9:00-10:00: Breakout Session II: C A B
- 10:00-11:00: Breakout Session III: B C A
- 11:00-11:15: After Actions Review
- 11:15-12:00: Lunch

BREAKOUT SESSION I

8:00 TO 9:00

- **A: Active Shooter**
 - **30 Instruction, 30 Active**
- **B: Maintenance**
 - **20 Min Maintenance, 20 W/C,**
 - **20 Evacuation Blanket**
- **C: Bus Management**
 - **30 Student Management, 30 First Aid**

BREAKOUT SESSION II

9:00-10:00

- **C: Active Shooter**
 - **30 Instruction, 30 Active**
- **A: Maintenance**
 - **20 Min Maintenance, 20 W/C,**
 - **20 Evacuation Blanket**
- **B: Bus Management**
 - **30 Student Management, 30 First Aid**

BREAKOUT SESSION III

10:00-11:00

- **B: Active Shooter**
 - 30 Instruction, 30 Active
- **C: Maintenance**
 - 20 Min Maintenance, 20 W/C,
 - 20 Evacuation Blanket
- **A: Bus Management**
 - 30 Student Management, 30 First Aid

DONATIONS

- Kenworth- T-Shirts
- Ward- Lunch
- North Baldwin Chamber of Commerce
- Eastern Shore Chamber of Commerce
- Huntingdon College
- Pitman Insurance
- Volunteers



***BALDWIN COUNTY BOARD OF EDUCATION
TRANSPORTATION DEPARTMENT
CERTIFICATE OF COMPLETION
2015 DRIVER SYMPOSIUM FIELD EXERCISE***

DRIVERS NAME

TRAINEE

MICHAEL VIVAR

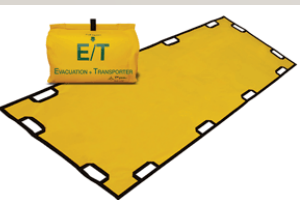
TRANSPORTATION COORDINATOR

ANTHONY POLLARD

TRANSPORTATION SUPERVISOR

5/26/2015

DATE





Baldwin County Public Schools
Building Excellence
Transportation Department

2600-A North Hand Ave
Bay Minette, AL 36507

Tel 251.580.1894
Fax 251.937.0217

EMAIL: Apollard1@bcbe.org

DATE: April 4, 2016

TO: Terry Wilhite

FROM: Mike Vivar, Transportation Coordinator

RE: Driver Symposium

As Baldwin County Transportation Coordinator, I would like to invite you to attend our Driver Symposium being held May 27, 2016 at 7:45am. The training will be conducted at the Robertsdale Fairgrounds located at 19477 Fairground Rd, Robertsdale, AL 36567. The training schedule is as follows:

- ☐ 7:45-8:00: Introduction
- ☐ 8:00-9:00: Breakout Sessions
- ☐ 9:00-10:00: Breakout Sessions
- ☐ 10:00-11:00: Breakout Sessions
- ☐ 11:00-11:15: After Actions Review
- ☐ 11:15-12:00: Lunch

If you would like more information, please feel free to contact our office.

Thank you for your time and consideration. I hope to see you on May 27, 2016.

Sincerely,

Mike Vivar
251-580-1919
MVivar1@bcbe.org



Baldwin County Public Schools
Building Excellence
Transportation Department

2600-A North Hand Ave
Bay Minette, AL 36507

Tel 251.580.1894
Fax 251.937.0217

EMAIL: apollard1@bcbe.org

DATE: April 4, 2016

TO: Howard Clotfelter

FROM: Mike Vivar, Transportation Coordinator

RE: Driver Symposium

As Baldwin County Transportation Coordinator, I would like to invite you to attend our Driver Symposium being held May 27, 2016 at 7:45am. The training will be conducted at the Robertsdale Fairgrounds located at 19477 Fairground Rd, Robertsdale, AL 36567. The training schedule is as follows:

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We would like to thank you for providing our department with the resources necessary to make this training exercise a success. We look forward working with you during this training exercise.

If you would like more information, please feel free to contact our office.

Thank you for your time and consideration. I hope to see you on May 27, 2016.

Sincerely,

Mike Vivar
251-580-1919
MVivar1@bcbe.org



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Building Excellence

Transportation Department

2600-A North Hand Ave
Bay Minette, AL 36507

Tel 251.580.1894
Fax 251.937.0217

EMAIL: apollard1@bcbe.org

DATE: May 2, 2017

TO: Bus Drivers

FROM: Anthony Pollard

RE: Training Schedule

This letter is to inform you of the schedule for training on May 26, 2017. The training will be conducted at the Robertsdale Fairgrounds located at 19477 Fairground Rd, Robertsdale, AL 36567. The schedule for training is as follows:

- ☐ CPR
- ☐ Lunch

Training will start promptly at 7:45, please allow yourself time to get signed in and seated. Although lunch is not mandatory, our vendors have graciously offered to provide it for all your hard work and dedication this school year.



Baldwin County Public Schools
Building Excellence
Transportation Department

2600-A North Hand Ave
Bay Minette, AL 36507

Tel 251.580.1894
Fax 251.937.0217

EMAIL: Apollard1@bcbe.org

DATE: April 20, 2016

TO: Management Gambino's

FROM: Anthony Pollard Transportation Supervisor

RE: Donations for Driver Symposium

For the second year in a row, we will be providing Baldwin County School Bus Drivers a unique training opportunity. The objective is to increase student safety and driver awareness. Our department, along with Baldwin County Emergency Management Agency, is working on a multi-faceted bus driver exercise. This exercise is part of the Department of Homeland Security.

Beginning Friday May 27, 2016, those participating in the exercise will meet at the Baldwin County Fairgrounds, located at 19477 Fairground Rd. Robertsedale, AL 36567. This is the last workday of the school year for all bus drivers and Para-educators. The training will be intensive and multiple first responders and businesses will be assisting in making this training as realistic as possible for all participants.

We request your help in making this exercise a complete success! In addition to the training, one of our vendors has graciously volunteered to provide lunch for everyone. This is the first step in giving back to those who give so much to the students of Baldwin County. We would like to give each driver a small gift bag of donated items. Some of the things we have been able to procure include cozies, fanny packs, lanyards, key-chains, t-shirts, and pens. A couple of businesses have also provided gift cards that we can give away as raffle items for larger services. These include \$250.00 car repair, car cleaning kits, and _____? This is where your services are needed. Please donate items such as gift certificates for a free meal or some type of service provided. Anything we can put in a hat and give away will be greatly appreciated.

My Co-chair, Johnelle Kelly and I are more than happy to meet with you at your earliest convenience to discuss this event further. We received great press coverage at last year's event and multiple agencies received great hands-on experience and training, which not only improved the skills of our bus drivers but their skills as well.

Again, we need partners, a few friends, and allies like you to make this worthy cause a true success.

Sincerely,

Anthony Pollard
251-370-3175



Baldwin County Public Schools
Building Excellence
Transportation Department

2600-A North Hand Ave
Bay Minette, AL 36507

Tel 251.580.1894
Fax 251.937.0217

EMAIL: apollard1@bcbe.org

DATE: May 11, 2015

TO: Kevin Snowden

FROM: Mike Vivar, Transportation Coordinator

RE: Driver Symposium

As Baldwin County Transportation Coordinator, I would like to invite you to attend our Driver Symposium being held May 26, 2015 at 7:45am. The training will be conducted at the Robertsdale Fairgrounds located at 19477 Fairground Rd, Robertsdale, AL 36567. The training schedule is as follows:

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We would like to thank you for providing our department with the resources necessary to make this training exercise a success. We look forward working with you during this training exercise.

If you would like more information, please feel free to contact our office.

Thank you for your time and consideration. I hope to see you on May 26, 2015.

Sincerely,

Mike Vivar
251-580-1919
MVivar1@bcbe.org

Commission

Tucker Dorsey, Chair tdorsey@baldwincountyal.gov

Chris Elliott elliott@baldwincountyal.gov

Charles Gruber cgruber@baldwincountyal.gov

Frank Burt fburt@baldwincountyal.gov

Mayor

ROBERT A. BOB WILLIS, City of Bay Minette rwillis@ci.bay.minette.al.us

Dane Haygood, City of Daphne mayorsoffice@daphneal.com

Marvin Williams, Town of Elberta elbertamayor@gulftel.com

Timothy Kant, City of Fairhope tim.kant@cofairhope.com

John E. Koniar, City of Foley koniar@cityoffoley.org

Robert Craft, City of Gulf Shores nayor@gulfshoresal.gov

Billy Middleton, Town of Loxley loxleymayor@yahoo.com

Kenneth Underwood, Town of Magnolia Springs mayorms@gulftel.com

Anthony Kennon, City of Orange Beach kennon@cityoforangebeach.com

Charles Murphy, City of Robertsdale charles.murphy@gulftel.com

Timothy Wilson, Town of Silverhill shillmayor@gulftel.com

Michael McMillan, City of Spanish Fort mayor@cityofspanishfort.com

David Wilson, Town of Summerdale davidwil1@gulftel.com

Patsy Parker, Town of Perdido Beach mayor@townofperdidobeach.org

?

EM Coordinator

Mike Minchew, City of Bay Minette mminchew@ci.bay.minette.al.us

Chip Martin, City of Daphne martin@daphnefire.org

John Saraceno, City of Fairhope john.saraceno@cofairhope.com

Joe Bouzan, City of Foley bouzan@cityoffoley.org

Brandan Franklin, City of Gulf Shores bfranklin@gulfshoresal.gov

Jerry Langford, Town of Lillian lamabayou@gulftel.com

David Wojciechowski, Town of Loxley highwind@gulftel.com

Bob Hold, Town of Magnolia Springs richolk@gulftel.com

Landon K Smith, City of Orange Beach smith@cityoforangebeach.com

Scott Gilbert, City of Robertsdale scottgilbert@robertsdale.org

Steve Williams, Town of Silverhill cwilliams@gulftel.com

Bruce Renkert, City of Spanish Fort buildingofficial@cityofspanishfort.com

Ellen McDonald-Leslie, Town of Perdido Beach leslie@townofperdidobeach.org

?

**Driver Symposium 2016
Driver Evaluation**

Participants Name PRINT: _____

DATE: May 27, 2016

Participants will be evaluated based on participation during all phases of the exercise. Participants will be given a **(GO)**, **(No Go)**, or **(Did Not Attempt)** for each training objective.

OBJECTIVES:

1. To provide bus drivers with active training involving an active aggressor toward a bus full of students. Drivers will become familiar with tactics and understanding of how law enforcement will handle aggressor situations.

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

2. Drivers will become familiar with the use of emergency evacuation blankets located on all special needs buses. They will practice proper procedures for unloading students.

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

3. Drivers will be trained in unloading and loading procedures for wheelchair bound students, how to properly stabilize wheelchairs, how to properly use harnesses, and how to properly tie-down child car seats.

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

4. Drivers will be trained in identifying state specifications for pre and post trip inspections. They will be required to identify bus malfunctions before a bus is cleared to be driven.

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

5. Drivers will be provided resources and tools for how to handle difficult students during transport. Managing the bus environment for all ages.

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

6. Drivers will become familiar with basic first aide techniques, such as how to handle general illness situation, to splinting broken limbs, and applying pressure to a gunshot wound

_____ (GO) _____ (No GO) _____ (Did Not Attempt)

2015 BCBE Bus Driver FE/ Driver Symposium

May 26, 2015

Exercise Evaluation Guide

Evaluator's Name: _____

1. Observation: Strength or Needs Improvement

Analysis:

Recommendation:

[HTTPS://ADMIN2.SLI.DO/EVEN
T/J5GLOONI/WALL](https://admin2.sli.do/event/j5glooni/wall)

Join at
slido.com
#W571

WHY YOU DRIVE



Everyone is
responsible for
protecting
children